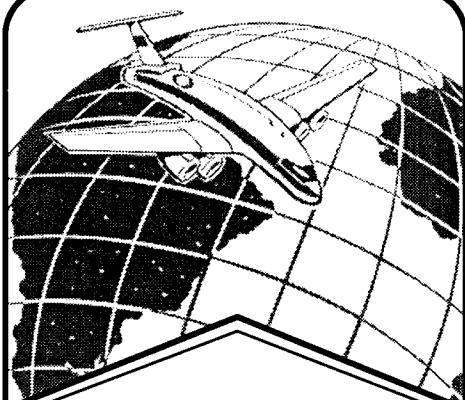
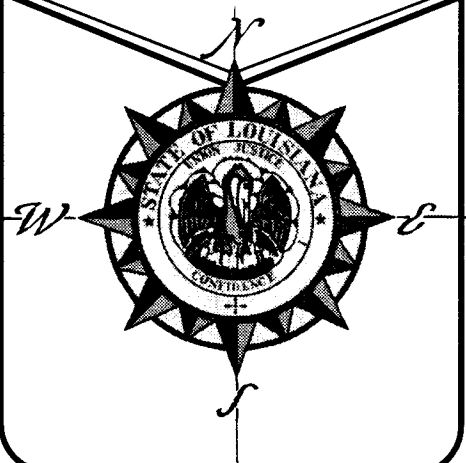


# LOUISIANA

Travel



2001-02



Guide

Visit us at – [www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm)

## **CONTRACTED TRAVEL AGENCIES**

**NAVIGANT INTERNATIONAL  
1340 POYDRAS STREET, SUITE 200  
NEW ORLEANS, LA 70112  
(504) 565-5145 \* TOLL FREE (888)-239-1755  
FAX. NO. (504) 581-1378**

**NAVIGANT INTERNATIONAL  
d/b/a/ LA TRAVEL SERVICES  
7809 JEFFERSON HWY., SUITE C1  
BATON ROUGE, LA 70809  
(225) 930-6700  
FAX: (225) 930-6666  
Toll Free: (888)930-6700**

**LSU MEDICAL CTR.- SHV.  
501 KINGS HIGHWAY  
SHREVEPORT, LA 71130  
(318) 675-4389  
FAX: (318) 675-8451  
Toll Free: (866)675-4500**

**GULF SOUTH TRAVEL  
\*Note: Motor coach travel only  
11821 COURSEY BLVD.  
BATON ROUGE, LA 70816  
(225) 293-9586  
FAX: (225) 296-8080  
Toll Free: (888) 400-2545**

**ATLAS 24 HOUR EMERGENCY SERVICE 1-800-215-7653  
After 5 p.m. and on weekend**

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**Louisiana**  
**STATE TRAVEL OFFICE**

**GOAL:** Improve client travel services, minimize travel cost through contract management, provide training and seminars, and ensure compliance with the travel policy.

**INTERNET ADDRESS:** [www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm)

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**\* Denise Lea**  
**Director**

**\* Edgar Jordan**  
**Assistant Commissioner**

**TO: ALL ELECTED OFFICIALS, DEPARTMENTS, PRESIDENTS OF COLLEGES AND UNIVERSITIES**

**FROM: MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION**

**DATE: JULY 1, 2001**

**RE: TRAVEL POLICIES AND PROCEDURES**

I am pleased to present the new travel regulations for fiscal year 2001 – 2002. The revisions to this year's regulations were done with input from various departments. This is a continuing effort of the Division of Administration to partner with agencies to accomplish their goals while simultaneously accomplishing ours.

Below is a summary of key issues and significant changes in the new travel policy.

Revisions to PPM 49:

- Re-clarified the definition of a Conference / Convention.
- Cash advances: may at the agency's discretion be allowed for reasons as listed.
- Cash advances: changed : employees whose salary in less than \$30,000/year.
- Method of Transportation: Cost –effective transportation – “add to factors to be considered should be person's salary”.
- Mileage – 30 cents per mile
- Rental Vehicles – reasonable gasoline cost is reimbursed. Add : receipt required.
- Department heads may allow 25% overage for lodging and meals. Add : requires prior approval.
- Conference Refreshments: Served on hotel properties changed to read: Served on offsite properties that require catered services.
- E. Lodging rates: Baton Rouge from \$60 to \$65, New Orleans from \$80 to \$90, Add Denver to High Cost rates, Change Chicago – San Francisco – Washington DC from High Cost rates to a new rate of \$120.
- Lodging Conference rates: Change New Orleans & state sponsored conferences from \$100 to \$110.
- International travel – up to \$10 in personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.
- Note: we have also approved the use of a fax or e-mail airline receipt. Examples are shown in the travel guide.

**Navigant International remains the contract travel agency.** Navigant has recently acquired Sato Travel and has now transformed into the second largest U.S. corporation travel management company. The state is excited about partnering with such a strong company that will help bring us forward in technology to meet traveler's needs in the 21<sup>st</sup> century. Changes

will be occurring during the next several years that will enable travelers to have hands-on involvement with the use of front-end booking systems allowing travelers real time information.

In an effort to meet the demand of employees searching for the best available price the state will be searching for a system that can compare state rates, lowest logical rates and .com rates. Some employees when searching for the best rate do not always compare apples to apples. You can not simply contact the state travel agency and ask for state contract rates, and then seek lower rates elsewhere.

**Our travel policy mandates that an employee use the contracted travel agency for airfares, but it does not mandate that only contracted airfares can be used.** By complying with the state policy and using the contracted travel agency, consolidated reports are generated that can be used by management to review travel and by the State Travel Office to negotiate future fares. Having a contracted travel agency serves as a gatekeeper for the state in several areas. They compile all data and issue reports for management use, they form one source of ticket issuance to meet the demands of the airlines to control use of state contracted fares, and they ensure that travelers are purchasing the lowest fare available.

**For exception to using the contracted travel agency, travel policy requires prior approval from the Office of State Travel.** A general rule for exceptions is that a lower fare should offer at least a \$30 savings, or 10% if the price is greater than \$300. Savings less than \$30 do not warrant exemption, as the loss of volume will affect the overall contract prices received from the airlines.

The number one goal is to continue saving taxpayer dollars, while providing non-penalty, last seat availability airfares for the convenience of our state travelers. In order to win the airline's cooperation to continue offering state contract airfares, we in turn must show control and commitment to monitor proper use of these airfares.

**Your commitment to support our travel program will ensure that all agencies reap the benefits in significant savings of airfares and staff time.**

**NOTE: TRAVELERS MUST BE AWARE OF THE FOLLOWING:**

**STATE CONTRACTED AIRFARES – require payment by either an individual corporate American Express card or the agency's Business Travel Account (BTA)**

(This requirement is imposed by the airlines to control that use of contract airfares are **only** for state employees on official state business. Non-compliance will jeopardize receiving future contract airfares from the airlines.)

**LOWEST LOGICAL, PENALTY AIRFARES – may be paid by any credit card accepted by the travel agency.**

## Policy and Procedure Memorandum 49

### **S1501. Authorization and Legal Basis**

**A.** In accordance with the authority vested in the commissioner of administration by Section 231 of Title 39 of the Revised Statutes of 1950 and in accordance with the provisions of the Administrative Procedure Act, R.S. 49:950-968 as amended, notice is hereby given of the revision of Policy and Procedures Memorandum No. 49, the state general travel regulations, effective July 1, 2001. These amendments are both technical and substantive in nature and are intended to clarify certain portions of the previous regulations or provide for more efficient administration of travel policies. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds; or funds generated from any other source.

**B.** Legal Basis--L.R.S. 39:231--"The commissioner, with the approval of the governor, shall prescribe rules defining the conditions under which each of various forms of transportation may be used by state officers and employees and used by them in the discharge of the duties of their respective offices and positions in the state service and he shall define the conditions under which allowances will be granted for all other classes of traveling expenses and the maximum amount allowable for expenses of each class."

### **S1502. DEFINITIONS**

**A. For the purposes of this PPM, the following words have the meaning indicated.**

#### ***Authorized Persons***

- a. advisors, consultants and contractors or other persons who are called upon to contribute time and services to the state who are not otherwise required to be reimbursed through a contract for professional, personal, or consulting services in accordance with R.S. 39:1481 et seq.
- b. members of boards, commissions, and advisory councils required by federal or state legislation or regulation. Travel allowance levels for all such members and any staff shall be those authorized for state employees unless specific allowances are legislatively provided.

***Conference/Convention*** - is herein defined as a meeting for a specific purpose and/or objective. Meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, or program, or Letter of Invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. (For a hotel to qualify for conference rate lodging, requires that the hotel is hosting or is in "conjunction with hosting" the meeting.)

***Emergency Travel*** - under extraordinary circumstances where the best interests of the state require that travel be undertaken not in compliance with these regulations, approval after the fact by the commissioner of administration may be given if appropriate documentation is presented promptly. Each department shall establish internal procedures for authorizing travel in emergency situations.

***Extended Stays*** - of any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

***In-State Travel*** - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

***International Travel*** - all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico and the Virgin Islands.

***Official Domicile*** - every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

a. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The department head or his designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the department head has designated another location (such as the person's workplace).

b. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

c. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.

**Out-of-State Travel** - travel to any of the other 49 states plus District of Columbia, Puerto Rico and the Virgin Islands.

**Per Diem** - a flat rate paid in lieu of travel reimbursement for people on extended stays.

**State Employee** - employees below the level of state officer

**State Officer**

a. state elected officials;

b. department head as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, under secretary, assistant secretary, and the equivalent positions in higher education and the office of elected officials).

**Temporary Assignment** - any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

**Travel Period** - a period of time between the time of departure and the time of return.

**Travel Routes** - the most direct and usually traveled route must be used by official state travelers. Travelers may opt to use mileage as shown on the " Mileage Table " of Department of Transportation's Official Highway Map, or from a mileage chart provided by their department which has been approved by the Commissioner of Administration. For all other mileage, it shall be computed on the basis of odometer readings from point of origin to point of return. (See Mileage Chart)

**Traveler** - a state officer, state employee, or authorized person when performing authorized travel.

### **S1503. General Specifications**

#### **A. Department Policies**

1. Department heads may establish travel regulations within their respective agencies, but such regulations shall not exceed the maximum limitations established by the commissioner of administration. Three copies of such regulations shall be submitted for prior review and approval by the commissioner of administration. One of the copies shall highlight any exceptions /deviations to PPM 49.

2. Department and agency heads will take whatever action necessary to minimize all travel to carry on the department mission.

3. Contracted Travel Services. **The state has contracted for travel agency services which use is mandatory for airfares unless exemptions have been granted by the Division of Administration prior to travel.** The State also encourages the use of the contracted travel agency to make reservations for hotel and vehicles accommodations, but hotel and vehicles are not a mandatory requirement.

4. When a state agency enters into a contract with an out-of-state public entity, the out-

of-state public entity may have the authority to conduct any related travel in accordance with their published travel regulations.

5. Authorization to Travel

a. All travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid. A department head may delegate this authority in writing to one designated person. Additional persons within a department may be designated with approval from the commissioner of administration. A file shall be maintained on all approved travel authorizations.

b. An annual authorization for routine travel shall not cover travel between an employee's home and workplace, out-of-state travel, or travel to conferences or conventions.

**B. Funds for Travel Expenses**

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the corporate credit card. Advances of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the travel voucher covering the related travel, not later than the fifteenth day of the month following the completion of travel.

2. Exemptions: At the Agency's discretion, cash advances may be allowed for:

- a. employees whose salary is less than \$30,000/year.
- b. employees who applied for the state-sponsored corporate credit card program but were rejected (proof of rejection must be available in agency travel file).
- c. employees who accompany and/or are responsible for students on group or client travel.
- d. new employees who have not had time to apply for and receive the card.
- e. employees traveling for extended periods, defined as 31 or more consecutive days.
- f. employees traveling to remote destinations in foreign countries, such as jungles of Peru or Bolivia.
- g. advance ticket purchase (until a business travel account with a corporate credit card can be established).
- h. registration for seminars, conferences, and conventions.
- i. incidental costs not covered by the corporate credit card i.e. taxi fares, tolls, registration fees; conference fees may be submitted on a preliminary request for reimbursement when paid in advance.
- j. any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipt must be attached to the final reimbursement request.

k. employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures.

3. Expenses Incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.

4. State Credit Cards (Issued in the Name of the Agency Only). Credit cards issued in the name of the state agency are not to be used for the purpose of securing transportation, lodging, meals, or telephone and telegraph service, unless prior written permission has been obtained from the commissioner of administration.

5. **NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER.** This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler. In no case

will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

### **C. Claims for Reimbursement**

1. All claims for reimbursement for travel shall be submitted on state Form BA-12, unless exception has been granted by the commissioner of administration, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. The purpose for extra and unusual travel must be stated in the space provided on the front of the form. In all cases the date and hour of departure from and return to domicile must be shown.

2. Excepting where the cost of air transportation, conference, or seminar is invoiced directly to the agency/department, all expenses incurred on any official trip shall be paid by the traveler and his travel voucher shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by the agency/department, a notation will be indicated on the travel voucher indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler's copy of the passenger ticket and/or receipt shall be attached to the travel voucher.

3. In all cases, and under any travel status, cost of meals and lodging shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the state department, unless otherwise authorized by the Division of Administration.

4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of at least \$10 is due. Department heads at their discretion may make the 30 day submittal mandatory on a department wide basis.

5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary action as well as being criminally and civilly liable within the provisions of state law.

6. Agencies are required to reimburse travel in an expeditious manner. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

## **S1504. Methods of Transportation**

### **A. Cost-effective transportation**

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc.

### **B. Air**

1. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations.

2. Before travel by privately-owned or by chartered aircraft is authorized by a department head, the traveler shall certify that: 1) at least one hour of working time will be saved by such travel; and 2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.

a. Chartering a privately-owned aircraft must be in accordance with the Procurement Code.

b. Reimbursement for use of a chartered or unchartered privately-owned aircraft

under the above guidelines will be made on the following basis:

- i. at the rate of 30 cents per mile; or
- ii. at the lesser of state contract rate or coach economy airfare.

If there are extenuating circumstances requiring reimbursement for other than listed above, approval must be granted by the commissioner of administration.

c. When common carrier services are unavailable and time is at a premium, travel via state aircraft shall be investigated, and such investigation shall be documented and readily available in the department's travel reimbursement files. Optimum utilization will be the responsibility of the department head.

3. Commercial air travel will not be reimbursed in excess of state contract air rates when available, or coach/economy class rates when contract rates are not available. The difference between contract or coach/economy class rates and first class or business class rates will be paid by the traveler. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating this fact. The certification will be attached to the travel voucher.

a. The state encourages but does not require use of lowest priced airfares where circumstances which can be documented dictate otherwise. **Lowest logical fares are penalty tickets that can have restrictions and charge penalty fees for changing/canceling ticket purchases. Lowest logical tickets must be purchased from the state's contracted travel agency unless prior approval is granted by the State Travel Office.**

b. Where a stopover is required to qualify for a low-priced airfare, the state will pay additional lodging and meals expense subject to applicable limits where a net savings in total trip expenses results from use of the low-priced airfare. For determining whether there is a savings, the state contract airfare should be used for comparison, or coach/economy fare if there is no contract rate. If additional work time will be lost, then the cost of the traveler's time is to be used in the calculation. The comparison must be shown on the travel voucher.

c. The policy regarding airfare penalties is the state will pay the penalty incurred for a change in plans or cancellation only when the change or cancellation is required by the state. Certification of the requirement for the change or cancellation by the traveler's department head is required on the travel voucher.

d. For international travel only, when an international flight segment is more than 10 hours in duration, the state will allow the business class rate not to exceed 110 percent of the coach rate. The traveler's itinerary provided by the travel agency must document the flight segment as more than 10 hours and must be attached to the travel voucher.

4. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline charge of searching and refunding lost tickets will be charged to the traveler. The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

5. If companion fares are purchased for a state employee and non-state employee, the reimbursement to the state employee will be the amount of the lowest logical fare.

6. Contract airfares are to be purchased only through the state's contracted travel agencies and are to be used for official state business. **State contract airfares are non-penalty tickets. Therefore no penalty fees are charged for changes/cancellations, and no restrictions are imposed on flight schedules.** The state contract airfares cannot be used for personal/companion or spouse travel. This is a requirement of the airlines and our failure to monitor the use of these contract airfares could cause their cancellation. (Therefore, persons booking tickets for non-official business using contract rates will be subject to disciplinary action as well as payment of the difference between contract fare and full coach fare.)

7. Traveler is to use the lowest logical airfare/state contract whether the plane is a prop or a jet.

8. Frequent Flyer miles and/or bump tickets accumulated from official state business

must be used to purchase tickets for official business. Each individual is solely responsible for notification to their Agency or Department.

**9. In order for the State to continue to receive State contracted airfares, it is necessary that the contract carrier be utilized when electing to use state contract rates.** When using the Contract Airfares there are no restrictions or penalties. In many cases, airlines that did not win an award for a certain city will now offer the same discounted price that was awarded to the contract vendor. This is known as a matched carrier. Matched carriers are not to be used unless there is two or more hours difference in the departure or arrival time. The State does not have a contract with the matched fare carriers; therefore, we do not have last seat availability and certain rules including cancellation penalties will apply to these fares. **NOTE: Some carriers are now offering matched fares at the base cost, plus a surcharge for fuel. This is not considered a matched fare.** Once the decision is made not to use the contract fare you are giving up your option for the non-penalty ticket, and must use the lowest logical fare available.

**10.** When making airline reservations for a conference, inform the travel agency that you are attending a conference giving the name of the conference and the airline that is offering the discount rate, if available. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates. If so, giving this information to our contracted agencies could result in them securing that rate for your travel.

**11. Use of Corporate Card** (currently American Express)

a. The State Travel Office contracts an official state corporate card to form one source of payment for travel. All travelers or agencies shall make application through the State Travel Office.

b. The corporate card or BTA (Business Travel Account) **must be used to purchase contract airfare. This is a mandatory requirement by the airlines in order to continue to receive discount, non penalty state contract airline tickets.**

c. The corporate card is the liability of the employee and not the state. **An employee terminating state service must request their agency have their card cancelled.** A retiree may no longer retain his/her card.

**C. Motor Vehicle**

**1.** No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license.

**2.** Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the Office of Risk Management (ORM) of the Division of Administration, should be completed as soon as possible and returned to ORM, together with names and addresses of principals and witnesses. Any questions about this should be addressed to the Office of Risk Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

**3. State-Owned Vehicles**

a. All purchases made on state gasoline credit cards must be signed for by the approved traveler making the purchase. The license number, the unit price, and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be purchased via state gasoline credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase will be attached to the monthly report mentioned in this subsection. State-owned credit cards will not be issued to travelers for use in the operation of privately-owned vehicles.

b. Travelers in state-owned automobiles who purchase needed repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Each agency/department shall familiarize itself with the existence of such

allowances and/or contracts and location of vendors by contacting the Purchasing Office, Division of Administration.

c. The travel coordinator/officer/user of each state-owned automobile shall submit a monthly report to the department head, board, or commission indicating the number of miles traveled, odometer reading, credit card charges, dates, and places visited.

d. State-owned vehicles may be used for out-of-state travel only if permission of the department head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files.

e. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the traveler's supervisor if he determines that the best interest of the state will be served and if the passenger (or passenger's guardian) signs a statement acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel.

#### **4. Personally-Owned Vehicles**

a. When two or more persons travel in the same personally-owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

b. A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official state business. Mileage shall be reimbursable on the basis of **30 cents** per mile. (**SEE ACCEPTABLE MILEAGE CHART INCLUDED IN THIS GUIDE**).

c. An employee shall never receive any benefit from not living in his / her official domicile. In computing reimbursable mileage to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the department head may determine to pay the actual mileage from the employee's residence.

d. The department head or his designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance at infrequent or irregular meetings, etc. Within the city limits where his/her office is located, the employee may be reimbursed for mileage only.

e. Reimbursements will be allowed on the basis of **30 cents** per mile to travel between a common carrier/terminal and the employee's point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state.

f. When the use of a privately-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for in-route expenses on the basis of **30 cents per mile only**. The total cost of the mileage may not exceed the cost of travel by State Contract air rate or lowest logical if no contract rate is available. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take their personally owned vehicle out-of-state for a purpose that will benefit the agency, then the department head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses. File should be justified accordingly.

g. When a traveler is required to regularly use his/her personally-owned vehicle for agency activities, the agency head may request authorization from the commissioner of administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all

points traveled to or from and the exact mileage. Requests for lump sum allowance shall be granted for periods not to exceed one fiscal year.

h. The traveler shall be required to pay all operating expenses of the vehicle including fuel, repairs, and insurance.

**5. Rented Motor Vehicles**

a. Written approval of the department head prior to departure is required for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished. In each instance, documentation showing cost effectiveness of available options must be readily available in the reimbursement files. This authority shall not be delegated to any other person.

b. Only the cost of rental of a compact model is reimbursable, unless 1) non-availability is documented, 2) the vehicle will be used to transport more than two persons or 3) the cost of a larger vehicle is no more than the rental rate for a compact.

c. Insurance billed by car rental companies is not reimbursable for domestic travel. At the discretion of the department head, CDW costs only may be reimbursed for international travel. Following are some of the insurance packages available by rental vehicle companies that are not reimbursable:

1. Collision Damage Waiver (CDW) – should a collision occur while on official state business, the cost of the deductible should be paid by traveler and reimbursement claimed on a travel expense voucher. The accident should also be reported to the Office of Risk Management.

2. Loss Damage Waiver (LDW)

3. Personal Accident Insurance (PAC) – employees are covered under workmen's compensation while on official state business.

4. Auto Tow Protection (ATP)

5. Emergency Sickness Protection (ESP)

6. Supplement Liability Insurance (SLI)

d. Any personal mileage or rental days on a vehicle rented for official state business is not reimbursable and shall be deducted.

e. Reasonable gasoline cost is reimbursable – but not mileage on a rental vehicle. Receipts are required.

**D. Public Ground Transportation**

The cost of public ground transportation such as buses, subways, airport limousines, and taxis is reimbursable when the expenses are incurred as part of approved state travel. Taxi reimbursement is limited to \$15 per day without receipts; claims in excess of \$15 per day require receipts to account for total daily amount claimed.

**S1505 Lodging and Meals**

**A. Eligibility**

1. **Official Domicile/Temporary Assignment** - Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exception is granted in accordance with these regulations. Temporary assignment will be deemed to have ceased after a period of thirty-one calendar days, and after such period the place of assignment shall be deemed to be his/her official domicile. He/she shall not be allowed travel and subsistence unless permission to extend the thirty-one day period has been previously secured from the commissioner of administration.

2. **Travel Period** - Travelers may be reimbursed for meals according to the following schedule:

a. **breakfast:** When travel begins at/or before 6 a.m. and extends beyond 9 a.m. on single day travel; or when travel begins at/or before 6 a.m. on the first day of travel or extends

beyond 9 a.m. on the last day of travel, and for any intervening days.

**b. lunch:** Reimbursement shall **only** be made for lunch when 1) travel extends over at least one night or 2) if traveler is in travel status for 12 hours or more in duration. If travel extends overnight, lunch may be reimbursed for those days where travel begins at/or before 10 a.m. on the first day of travel, or extends beyond 2 p.m. on the last day of travel, and for any intervening days.

**c. dinner:** When travel begins at/or before 4 p.m. and extends beyond 8 p.m. on single day travel; or when travel begins at/or before 4 p.m. on the first day of travel or extends beyond 8 p.m. on the last day of travel and for any intervening days.

**3. Alcohol** - reimbursement for alcohol is prohibited.

## **B. Exceptions**

**1. Twenty Five Percent Over Allowances** - Department heads may allow prior approval for their employees to exceed the lodging and meals provisions of these regulations by no more than **twenty five** percent on a case-by-case basis. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in the department's travel reimbursement files. This authority shall not be delegated to any other person. Reimbursement requests must be accompanied by receipt.

**2. Actual Expenses for State Officers** - State officers and others so authorized by statute (See Definitions under Authorized Persons) or individual exception will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made by statute. The request for reimbursement must be accompanied by a receipt or other supporting documents for each item claimed and shall not be extravagant and will be reasonable in relationship to the purpose of the travel. State officers entitled to actual expense reimbursements are only exempted from meals and lodging rates; they are subject to the time frames and all other requirements as listed in the travel regulations.

## **C. Traveler's Meals (Including Tax and Tips)**

Travelers may be reimbursed up to the following amounts for meals.

	In-State	O/S Incl. N.O.	High Cost & NYC
Breakfast	\$6	\$ 6	\$8
Lunch	\$8	\$ 9	\$10
Dinner	<u>\$12</u>	<u>\$14</u>	<u>\$19</u>
	\$26	\$29	\$37

Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. **Partial meals such as continental breakfasts or airline meals are not considered meals.** If meals of state officials exceed these allowances, receipts are required.

## **D. Conference Meals**

Cost of meals direct billed to agency in conjunction with state-sponsored in-state conferences **exclusive of tax and mandated gratuity.**

<b>Lunch In-State excluding New Orleans</b>	<b>\$10</b>
<b>Lunch - New Orleans</b>	<b>\$12</b>

## **Conference Refreshment Expenditures:**

Cost for a meeting, conference or convention are to be within the following rates: (note: refreshment expenses are not applicable to an individual traveler)

**served on agency's property:** not to exceed **\$2.00** per person, per morning and/or afternoon sessions

**served on offsite properties that require catered services:** not to exceed **\$3.50** exclusive of tax and mandated gratuity per person, per morning and/or afternoon sessions

**E. Lodging (Employees will be reimbursed lodging rate, plus tax, Receipt Required)**

<b>\$55</b>	In-state (except as listed)
<b>\$65</b>	Baton Rouge
<b>\$70</b>	Bossier City, Lake Charles, Shreveport (Sulphur will be considered a suburb of Lake Charles )
<b>\$90</b>	New Orleans, (Gretna, Kenner, Metairie will be considered a suburbs of New Orleans, <b>for lodging only</b> )
<b>\$65</b>	Out-of-State (except those listed)
<b>\$105</b>	High cost (Atlanta, Baltimore, Boston, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, Ca., Philadelphia, Phoenix, Pittsburgh, Portland,Or., San Diego, St. Louis, Seattle, Tampa, Fl., Wilmington, De., all of Alaska or Hawaii)
<b>\$120</b>	Chicago, San Francisco, Washington, D.C.
<b>\$165</b>	New York City

*The inclusion of suburbs shall be determined by the department head on a case-by-case basis.*

**F. Conference Lodging (Employees will be reimbursed lodging rate, plus tax, Receipt Required)**

**1. Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. When reservations are not available at the conference hotel and multi-hotels are offered in conjunction with a conference, traveler shall seek prices and utilize the least expensive. In the event all conference hotels are unavailable, then the traveler is subject to making reservations within the hotel rates as allowed in Section E, above.**

<b>\$65</b>	In-state (except as listed))
<b>\$70</b>	Baton Rouge
<b>\$80</b>	Bossier City, Lake Charles, Shreveport
<b>\$110</b>	New Orleans, state sponsored conferences
<b>\$140</b>	out-of-state and New Orleans for non-state sponsored conferences
<b>\$165</b>	New York City

*\*The inclusion of suburbs shall be determined by the department head on a case-by-case basis*

**2. For Conferences hosted by the state you must either use the state contracted travel services or solicit three (3) competitive quotes to include sleeping rooms, meeting rooms, meals and breaks, etc.**

**3. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, etc.**

**G. Extended Stays -** For travel assignment involving duty for extended periods (31 or more consecutive days) at a fixed location, the reimbursement rates indicated should be adjusted downward whenever possible. Claims for meals and lodging may be reported on a per diem basis supported by lodging receipt. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. It is the responsibility of each agency head to authorize only such travel allowances as are justified by the circumstances affecting the travel.

## **S1506. Parking and Related Parking Expenses**

1. Parking for the Baton Rouge Airport - actual expense will be paid up to a maximum daily allowance of \$3.50. No receipt required. (**NOTE:** current contract rate is available from the Baton Rouge Airport Parking for the outside, fenced lot. Not in the parking garage).
2. Parking for the New Orleans Airport - actual expense will be paid up to a maximum daily allowance of \$6.00. No receipt required. Park 'N Fly : \$6.00 daily and \$36.00 weekly.
3. Travelers using motor vehicles on official state business will be reimbursed for reasonable storage fees, for all other parking except as listed in #1 and #2 above, ferry fares, and road and bridge tolls. For each transaction over \$5, a receipt is required.
4. Tips for valet parking not to exceed \$1 per in and \$1 per out, per day.

## **S1507. Reimbursement for Other Expenses**

The following expenses incidental to travel may be reimbursed:

1. Communications Expenses :
  - a. For official state business – all costs (receipts required for over \$3).
  - b. For domestic overnight travel - up to \$3 in personal calls upon arrival at each destination and up to \$3 for personal calls every second night after the first night if the travel extends several days.
  - c. For international travel – up to \$10 in personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.
  - d. Internet access charges from hotels – any department that wants to have a policy in this area should submit their request to the Division of Administration – Commissioner's Office for approval.
2. Charges for storage and handling of state equipment.
3. Baggage Tips :
  - a. Hotel Allowances - Not to exceed \$1 per bag for a maximum of three (3) bags. Tips may be paid one time upon each hotel check-in and one time upon each hotel check-out, if applicable.
  - b. Airport Allowances - Not to exceed \$1 per bag for a maximum of three (3) bags. Tips may be paid one time for the airport outbound departure trip and one time for the inbound departure trip.
4. Registration fees at conferences (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the department head).
5. Laundry services - employees on travel for more than seven days up to 14 days are eligible for \$20 of laundry services, and for more than 14 days up to 21 days an additional \$20 of laundry services, and so on. Receipts must be furnished.

## **S1508. Special Meals**

**A.** Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.

1. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc, by federal or local representatives.

2. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).

B. All special meals must have prior approval from the commissioner of administration in order to be reimbursed, unless specific authority for approval has been delegated to a department head for a period not to exceed one fiscal year with the exception in C, as follows.

C. **A department head may authorize a special meal within allowable rates to be served in conjunction with a working meeting of departmental staff.**

D. In such cases, the department will report on a semi-annual basis to the commissioner of administration all special meal reimbursements made during the previous six months. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the commissioner for special meal authorization must include, under signature of the department head:

1. name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such;
2. clear justification of the necessity and appropriateness of the request.
3. names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested;
4. statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the commissioner of administration to exceed this reimbursement limitation.

All of the following must be submitted for review and approval of the department head or their designee prior to reimbursement:

1. detailed breakdown of all expenses incurred, with appropriate receipt(s);
2. subtraction of cost of any alcoholic beverages.
3. copy of prior written approval from the commissioner of administration.

#### **S1509. INTERNATIONAL TRAVEL**

A. All international travel must be approved by the commissioner of administration prior to departure, unless specific authority for approval has been delegated to a department head. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.), the funding source from which reimbursement will be made, and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

B. International travelers will be reimbursed the high cost area rates for lodging and meals, unless U.S. State Department rates are requested and authorized by the commissioner of administration prior to departure. Receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates.

#### **S1510. WAIVERS**

The commissioner of administration may waive in writing any provision in these regulations when the best interest of the state will be served.

## MILEAGE CHART

	<i>Alexandria</i>	<i>Baton Rouge</i>	<i>Hammond</i>	<i>Houma</i>	<i>Lafayette</i>	<i>Lake Charles</i>	<i>Monroe</i>	<i>Morgan City</i>	<i>Natchitoches</i>	<i>New Iberia</i>	<i>New Orleans</i>	<i>Ruston</i>	<i>Shreveport</i>	<i>Slidell</i>
<b>Alexandria</b>	-	110	143	195	86	93	99	158	62	113	197	97	127	199
<b>Baton Rouge</b>	110	-	48	85	52	123	182	77	195	80	85	217	276	94
<b>Lafayette</b>	86	52	101	108	-	72	184	68	146	22	132	174	218	149
<b>Lake Charles</b>	93	123	172	171	72	-	188	142	145	94	200	190	198	220
<b>Monroe</b>	99	182	286	267	184	188	-	259	95	266	259	31	98	266
<b>New Orleans</b>	197	85	57	57	132	200	259	90	272	138	-	285	353	34
<b>Shreveport</b>	127	276	325	332	218	198	98	295	71	252	353	68	-	352

Travelers may opt to use the mileage as shown on the "Mileage Table" of the Department of Transportation's Official Highway Map.

Above is a selection of the most traveled cities and their corresponding mileage allowances. The "Mileage Table" located on the official map also list various other cities that may be referenced.

For claiming other mileage than listed on the "Mileage Table", it shall be computed on the basis of odometer readings from point of origin to point of return.

## **AIRPORT PARKING INSTRUCTIONS:**

### **BATON ROUGE:**

**Parking for the Baton Rouge Airport - actual expenses will be paid up to a maximum daily allowance of \$3.50.**

**The current contract is with the Baton Rouge Metro Airport, and the contract rate is applicable to their outside, fenced lot. This rate is not applicable for the parking garage.**

**Baton Rouge Metro Airport requires either a state parking coupon or your itinerary which will indicate that you are on official state business. A copy of the itinerary is acceptable to receive the state rate. Parking coupons will still be available through your state agency or the state travel agency upon request.**

### **NEW ORLEANS:**

**Parking for the New Orleans Airport - actual expenses will be paid up to a maximum daily allowance of \$6.00.**

**Park N Fly \$6.00 a day or \$36.00 weekly.**

**Park N Fly requires either a state parking coupon or a valid form of state ID. If your agency issues an official form of ID, you may show either your business card, your corporate card, or a copy of your itinerary which will indicate that you are on official state business. Parking coupons will still be available through your state agency or the state travel agency upon request.**

**REMEMBER: WHEN TRAVELING BRING DOCUMENTATION AS LISTED ABOVE TO ENSURE RECEIVING THE STATE ALLOWED RATES.**

## CAR RENTAL COMPANIES

	Compact Daily	Compact Weekly	Intermediate Daily	intermediate Weekly	Full Sz/Daily 2door/4 door	Full Sz./Weekly 2 door/4 door
ALAMO	\$34	\$204	\$35	\$210	\$37	\$222
AVIS	\$43	\$258	\$45	\$270	\$47/\$49	\$282/\$294
BUDGET	\$42	\$252	\$44	\$264	\$47	\$282
DOLLAR	\$36	\$216	\$38	\$228	\$40	\$240
ENTERPRISE	\$29	\$175	\$33	\$195	\$40	\$240
HERTZ	\$45	\$315	\$47	\$329	\$49/\$51	\$343/\$357
NATIONAL	\$42.50	\$225	\$45.50	\$273	\$47.50	\$285
THRIFTY	\$36	\$216	\$38	\$228	\$40	\$240

	Premium Daily	Premium Weekly	7/8 Pass Van Daily	7/8 Pass Van Weekly	15 Pass Van Daily/Weekly	Corporate Discount No.
ALAMO	\$49	\$294	\$55	\$330	N/A	54513
AVIS	10%	10%	10%	10%	N/A	A628000
BUDGET	\$59	\$354	N/A	N/A	*\$95/\$475	T243800
DOLLAR	\$44	\$264	\$62	\$372	N/A	LA1005
ENTERPRISE	\$44	\$260	\$56	\$330	\$85/\$499	DC0161
HERTZ	N/A	N/A	N/A	N/A	N/A	70592
NATIONAL	\$72.50	\$435	\$70.50	\$423	N/A	5004172
THRIFTY	10%	10%	10%	10%	N/A	0010176533

1. Enterprise - Rates for Louisiana only.
2. A valid drivers license and a major credit card are required to rent a car.
3. Surcharges may apply for certain cities and airports.
4. Rates require that the car be returned with a full tank of gas.
5. Taxes are applicable and are to be paid in addition to rates.
6. One day rentals on a Monday, Tuesday, or Wednesday may require additional surcharges.
7. Some car companies charge for additional drivers.

**\* This rate is for New Orleans Only.**

## **AIRFARE REQUIREMENTS:**

**\*\*\* ALL AIRFARES MUST BE BOOKED THROUGH THE STATE CONTRACTED TRAVEL AGENCY, UNLESS PRIOR APPROVAL IS OBTAINED FROM THE STATE TRAVEL OFFICE. \*\*\*\***

**When booking airline arrangements from the state travel agency a traveler does have choices. You can either choose the state contracted airfare or the lowest logical airfare available.**

**The state contracted airfares are non-penalty tickets that are totally refundable, and the price is firm as long as there is a seat available for that flight. If plans may change or arrangements are being made at the last minute, state contracted airfares can offer a significant savings. State contracted airfares must be purchased with an official state corporate card (currently American Express) or with the agency's Business Travel Account (BTA).**

**If you choose not to take the state contracted airfare, then you must purchase the lowest logical airfare available in the market from the state contracted travel agency unless prior approval is obtained from the State Travel Office. Lowest logical airfares are penalty tickets that may have certain restrictions, and impose a penalty fee (generally \$100) in the event of changes or cancellations. However, if you purchase the ticket in adequate advanced time, and the chances of your plans changing are slight, then a penalty ticket may be the most economical for your travels. Lowest logical airfares may be paid with any credit card accepted by the contracted travel agency.**

**NOTE \*\*\* NOTE \*\*\* NOTE \*\*\* NOTE \*\*\* NOTE \*\*\* NOTE \*\*\* NOTE**

**THE STATE'S POLICY DOES NOT ALLOW FOR EMPLOYEES TO PURCHASE TICKETS OUTSIDE OF THE STATE TRAVEL AGENCY IF THEY ARE CHEAPER THAN STATE CONTRACT !! OUR AGENCY (AS STATED ABOVE) CAN ALSO BOOK LOWER FARES THAN STATE CONTRACT.**

**YOU MUST USE THE STATE CONTRACTED TRAVEL AGENCY; UNLESS PRIOR APPROVAL IS OBTAINED FROM THE OFFICE OF STATE TRAVEL.**

**In addition, the State Travel Office's position on the use of Internet websites is that they may be used as a "looking tool" not a "booking tool". If an employee has found a low airfare on the Internet, they should advise the contracted travel agency of this airfare and determine if they can access the low fare.**

**If the contracted travel agency is not used, an employee must seek approval for this exception from the State Travel Office prior to the purchase of the ticket. Travel exceptions will only be approved where documentation of savings can be found when comparing airfares to the lowest**

ticket price that can be issued from the state travel agency. Employees should route any such request through the agency's designated travel coordinator.

**ALL INDIVIDUAL TICKETS ISSUED BY THE STATE CONTRACTED TRAVEL AGENCY WILL BE CHARGED AN \$8.00 TRANSACTION FEE.** This transaction fee will be a one-time charge per trip that includes reasonable changes and cancellations. If the ticket is cancelled, the transaction fee will be refundable as long as the ticket is refundable and is processed by the contracted travel agency. (Not directly through the airlines)

**FOR GROUP TRAVEL SUCH AS ATHLETICS, THE TRAVEL AGENCY MAY NEGOTIATE THE TRANSACTION FEE WITH THE AGENCY, AS LONG AS THE FEE IS LESS THAN \$8 PER TICKET. THEREFORE, WHEN GROUP TRAVEL TICKETS ARE REFUNDED, TRANSACTION FEES WILL NOT BE REFUNDABLE AS THEY WERE DONE AT A REDUCED RATE AND GENERALLY REQUIRE MORE BOOKING TIME THAN AN INDIVIDUAL TRANSACTION.**

**REMEMBER !!!! A TICKET IS NOT PURCHASED UNTIL YOU CONFIRM YOUR RESERVATION WITH A CREDIT CARD.**

When purchasing your ticket on your agency's BTA account, (credit card) it is the traveler's responsibility to ensure that the travel agency has received approval from your department's BTA authorizer. If this has not been done a ticket has not been issued.

**\*\*\*NEW:**

**AIRLINE POLICIES HAVE CHANGED REGARDING THE HOLDING OF RESERVATIONS. IF A TICKET HAS BEEN PURCHASED 24 HOURS PRIOR TO THE DEPARTURE TIME, THE AIRLINES WILL DROP THE RESERVATION OUT OF THEIR SYSTEM. UPON RE-BOOKING OF A LOWEST LOGICAL AIRFARE, PRICES GENERALLY WILL HAVE INCREASED SIGNIFICANTLY WITHIN THE LAST 24 HOURS. THE TRAVEL AGENCY IS NOT RESPONSIBLE FOR THE INCREASED FARES IF THE TICKET WAS NOT CONFIRMED FOR PAYMENT.**

**IF YOUR TRAVEL AGENT DOES NOT OFFER YOU STATE CONTRACT AIRFARE AND THE LOWEST LOGICAL AIRFARE..... ASK !!**



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

TRAVEL MEMORANDUM - 07/01  
NEW AIRFARE RECEIPTS

JULY 1, 2001

In order to expedite the process of airline receipts, the receipts will take on a new look beginning July 1, 2001. The receipt will look similar to an Itinerary, however it will be documented in top header: **THIS IS YOUR OFFICIAL AIRLINE TICKET RECEIPT**. Also the header record will include the Ticket Number and Ticket Issue Date which is how proof of payment is determined. The ticket number and purchase date are not available for an itinerary.

The cost of the airline ticket and transaction fee will be listed in the header.

An example of an official receipt is attached.

In some instances the issuance of certain tickets require the hard ticket stock receipt that is currently being used. This will still be an acceptable form of a receipt.

This action will enable the contract travel agency to fax or e-mail receipts directly to the traveler. It will also facilitate in the travel agency being able to reproduce a copy of the receipt when lost, but only if the request is timely. Therefore, it is important that when making airline reservations you ensure that the travel agent has your current fax and e-mail information.

**REMEMBER: Parking Coupons:** Since receipts will no longer be mailed, neither will a parking coupon. When departing from the Baton Rouge airport travelers will need to carry a copy of their itinerary which states they are on official state business. When departing from the New Orleans airport travelers will need to carry a copy of their itinerary or some form of state identification. The airports will accept this in lieu of a coupon. Coupons may still be made available from your department by requesting coupons from the State Travel Office.

Thank you for your continued support of the travel program. We hope these changes streamline your travel needs.

02May01 07:33:08

DOE/JOHN

01.9800

The booking locator is QMLFCO. The fare is \$333.00.

\*\*\*\*\* THIS IS YOUR OFFICIAL AIRLINE TICKET RECEIPT \*\*\*\*\*

\*\*\*\*\*  
 NAVIGANT INTERNATIONAL - ACCOUNTING DATA  
 THIS TRIP WAS PREPARED FOR - JOHN DOE  
 THE CUSTOMER NUMBER IS - 5120060941  
 THE SABRE RESERVATION TRACKING CODE IS - QMLFCO  
 DELTA AIR LINES INC TKT NBR 1 IS - 7180401454  
 THIS TICKET WAS ISSUED ON - 30DEC99  
 THE INVOICE NUMBER IS - 3322761  
 THE TOTAL AIRFARE IS - 333.00 USD  
 THE SERVICE FEE FOR THIS ITINERARY IS - 8.00  
 THE INVOICE TOTAL FOR THIS ITINERARY IS - 341.00  
 \*\*\*\*\*

04May01 01:15pm  
Friday

**AIR** Delta Air Lines Inc  
 From: Baton Rouge LA, USA  
 Meal: None  
 Equip: McDonnell Douglas Md  
 Arrival: 04May01 Friday 03:47pm  
 Seat: 34E

Flight# 412 Class: Y  
 To: Atlanta GA, USA

Status: Confirmed

ARR-SOUTH TERMINAL  
 Delta Air Lines Inc locator: 2DTIX3

04May01 04:30pm  
Friday

**AIR** Delta Air Lines Inc  
 From: Atlanta GA, USA  
 Meal: None  
 Equip: McDonnell Douglas Md  
 Arrival: 04May01 Friday 06:14pm  
 Seat: 28A

Flight# 1418 Class: Y  
 To: Washington Natl DC, USA

Status: Confirmed

DEP-SOUTH TERMINAL ARR-TERMINAL B  
 Delta Air Lines Inc locator: 2DTIX3

06May01 09:05am  
Sunday

**AIR** Delta Air Lines Inc  
 From: Washington Natl DC, USA  
 Meal: None  
 Equip: McDonnell Douglas Md  
 Arrival: 06May01 Sunday 12:25pm  
 Seat: 31B

Flight# 2097 Class: Y  
 To: Baton Rouge LA, USA

Status: Confirmed

Stops: 1 (Atlanta GA)  
 DEP-TERMINAL B ARR-SOUTH TERMINAL  
 DEP-SOUTH TERMINAL  
 Delta Air Lines Inc locator: 2DTIX3

30Jul01  
Monday**OTHER**

Baton Rouge LA, USA  
 8.00 SERVICE FEE APPLIES...HAVE A NICE TRIP... GWEN

**THANK YOU FOR USING LOUISIANA TRAVEL SERVICES**  
**OUR NUMBER IS 225-930-6700 OR 888-930-6700**  
**AFTER HOURS\*\*\*\*EMERGENCY ONLY\*\*\*\*800-215-7653**  
**\*\*\*\*CALLS WILL NOT BE ACCEPTED FOR NON-EMERGENCIES\*\*\*\***  
**YOUR REFERENCE CODE IS A5E9**  
**OFFICIAL LOUISIANA STATE BUSINESS.**

EFFECTIVE: 7/1/2001

## LOUISIANA STATE CONTRACT AIRFARES

FY 2001 - 2002

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
NEW ORLEANS/SHREVEPORT	US	\$298	
BATON ROUGE/ALBUQUERQUE,NM	DL	\$218	\$188
BATON ROUGE/ALBANY, NY	DL	\$348	\$324
BATON ROUGE/ASHVILLE, NC	DL	\$380	\$350
BATON ROUGE/ATLANTA, GA	DL	\$340	\$310
BATON ROUGE/AUSTIN, TX	DL	\$168	\$138
BATON ROUGE/BALTIMORE, MD	AA	\$376	
BATON ROUGE/BIRMINGHAM, AL	DL	\$280	\$250
BATON ROUGE/BOISE, IA	DL	\$1,192	\$1,122
BATON ROUGE/BOSTON, MA	DL	\$220	\$200
BATON ROUGE/BOZEMAN, MT	DL	\$1,088	\$1,018
BATON ROUGE/BUFFALO/NIAGARA FALLS, NY	DL	\$398	\$368
BATON ROUGE/CHARLESTON,WVA	US	\$450	
BATON ROUGE/CHARLESTON, SC	DL	\$600	\$570
BATON ROUGE/CHARLOTTE,NC	DL	\$436	\$406
BATON ROUGE/CHATTANOOGA, TN	DL	\$270	\$240
BATON ROUGE/CHICAGO,IL	AA	\$276	
BATON ROUGE/CINCINNATI, OH	AA	\$276	
BATON ROUGE/CLEVELAND,OH	DL	\$248	\$218
BATON ROUGE/COLLEGE STATION, TX	AA	\$250	
BATON ROUGE/COLORADO SPGS,CO	DL	\$408	\$388
BATON ROUGE/COLUMBUS,OH	AA	\$276	
BATON ROUGE/COLUMBIA, S.C.	US	\$486	\$430
BATON ROUGE/CORPUS CHRISTI, TX	AA	\$194	
BATON ROUGE/DALLAS, TX	DL	\$168	\$148
BATON ROUGE/DENVER, CO	DL	\$314	\$284
BATON ROUGE/DETROIT, MI	DL	\$266	\$236
BATON ROUGE/DES MOINES, IA	AA	\$316	
BATON ROUGE/EL PASO, TX	DL	\$248	\$218
BATON ROUGE/FAYETTEVILLE, AR	DL	\$228	\$200
BATON ROUGE/FT LAUDERDALE, FL	DL	\$310	\$280
BATON ROUGE/FORT SMITH, AR	DL	\$226	\$200
BATON ROUGE/FORT WAYNE, IN	DL	\$268	\$238
BATON ROUGE/GAINESVILLE, FL	DL	\$276	\$246
BATON ROUGE/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	DL	\$400	\$370
BATON ROUGE/GREENVILLE, S.C.	DL	\$516	\$486
BATON ROUGE/HARTFORD, CT	DL	\$318	\$288

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
BATON ROUGE/HONOLULU	AA	\$996	
BATON ROUGE/HOUSTON,TX	DL	\$280	\$250
BATON ROUGE/HUNTSVILLE/DECATUR, AL	DL	\$276	\$246
BATON ROUGE/INDIANAPOLIS,IN	DL	\$250	\$220
BATON ROUGE/JACKSON,MS	DL	\$448	\$378
BATON ROUGE/JACKSONVILLE,FL	DL	\$422	\$392
BATON ROUGE/KANSAS CITY,MO	AA	\$194	
BATON ROUGE/KNOXVILLE,TN	DL	\$288	\$258
BATON ROUGE/LANSING, MI	DL	\$604	\$554
BATON ROUGE/LAS VEGAS,NV	DL	\$292	\$262
BATON ROUGE/LEXINGTON,KY	DL	\$534	\$504
BATON ROUGE/LITTLE ROCK,AR	AA	\$258	
BATON ROUGE/LOS ANGELES,CA	DL	\$412	\$382
BATON ROUGE/LOUISVILLE,KY	AA	\$296	\$0
BATON ROUGE/LUBBOCK,TX	DL	\$278	\$248
BATON ROUGE/MADISON,WI	AA	\$376	
BATON ROUGE/MEMPHIS,TN	DL	\$560	\$530
BATON ROUGE/MIAMI,FL	DL	\$324	\$294
BATON ROUGE/MILWAUKEE,WI	DL	\$278	\$258
BATON ROUGE/MINNEAPOLIS/ST. PAUL, MN	DL	\$300	\$280
BATON ROUGE/MONTGOMERY,AL	DL	\$268	\$238
BATON ROUGE/MYRTLE BEACH, SC	US	\$584	\$524
BATON ROUGE/NASHVILLE,TN	DL	\$296	\$266
BATON ROUGE/NEWARK,NJ	DL	\$260	\$240
BATON ROUGE/NEW YORK LAGUARDIA AIRPORT	DL	\$290	\$260
BATON ROUGE/NEW YORK JOHN F. KENNEDY	DL	\$290	\$260
BATON ROUGE/NORFOLK, VA	AA	\$346	
BATON ROUGE/OAKLAND,CA	DL	\$412	\$382
BATON ROUGE/OMAHA,NE	AA	\$316	
BATON ROUGE/ONTARIO,CA	DL	\$482	\$452
BATON ROUGE/ORLANDO, FL	DL	\$314	\$284
BATON ROUGE/OKLA.CITY,OK	DL	\$218	\$188
BATON ROUGE/ORANGE COUNTY,CA	DL	\$472	\$442
BATON ROUGE/PALM SPRINGS,CA	AA	\$478	
BATON ROUGE/PHILADELPHIA/WILMINGTON, DE	AA	\$306	
BATON ROUGE/PHOENIX,AZ	AA	\$318	
BATON ROUGE/PITTSBURGH,PA	AA	\$276	
BATON ROUGE/PORTLAND, ME	AA	\$488	
BATON ROUGE/PORTLAND,OR	AA	\$496	
BATON ROUGE/PROVIDENCE,RI	DL	\$344	\$324
BATON ROUGE/RALEIGH/DURHAM,NC	AA	\$468	
BATON ROUGE/RENO,NV	AA	\$510	
BATON ROUGE/RICHMOND,VA	AA	\$468	

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
BATON ROUGE/ROCHESTER,NY	AA	\$396	
BATON ROUGE/SACRAMENTO,CA	AA	\$466	
BATON ROUGE/SAN ANGELO, TX	AA	\$316	
BATON ROUGE/SAVANNAH,GA	AA	\$396	
BATON ROUGE/ST. LOUIS,MO	DL	\$256	\$226
BATON ROUGE/SALT LAKE CITY,UT	AA	\$434	
BATON ROUGE/SAN ANTONIO,TX	DL	\$190	\$170
BATON ROUGE/SAN JUAN, PUERTO RICO	AA	\$556	
BATON ROUGE/SAN DIEGO,CA	DL	\$398	\$368
BATON ROUGE/SAN FRANCISCO,CA	AA	\$430	
BATON ROUGE/SAN JOSE,CA	AA	\$430	
BATON ROUGE/SEATTLE/TACOMA,WA	DL	\$448	\$418
BATON ROUGE/SPRINGFIELD,MO	AA	\$336	
BATON ROUGE/SYRACUSE,NY	AA	\$396	
BATON ROUGE/TALLAHASSEE,FL	DL	\$490	\$460
BATON ROUGE/TAMPA/ST. PETERSBURG, FL	DL	\$280	\$250
BATON ROUGE/TUCSON,AZ	AA	\$336	
BATON ROUGE/TULSA,OK	DL	\$158	\$138
BATON ROUGE/WACO,TX	AA	\$178	
BATON ROUGE/WASHINGTON DC REAGAN	AA	\$294	
BATON ROUGE/WASHINGTON DC DULLES	AA	\$294	
BATON ROUGE/WICHITA,KS	DL	\$176	\$146
NEW ORLEANS/ALBUQUERQUE,NM	DL	\$192	\$162
NEW ORLEANS/ALBANY, NY	UA	\$316	
NEW ORLEANS/ASHVILLE,NC	DL	\$336	\$306
NEW ORLEANS/ATLANTA,GA	DL	\$310	\$280
NEW ORLEANS/AUSTIN,TX	DL	\$170	\$140
NEW ORLEANS/BALTIMORE,MD	AA	\$202	
NEW ORLEANS/BIRMINGHAM,AL	DL	\$360	\$330
NEW ORLEANS/BISMARCK, ND	UA	\$1,084	
NEW ORLEANS/BOISE, IA	DL	\$1,234	\$1,154
NEW ORLEANS/BOSTON,MA	DL	\$244	\$214
NEW ORLEANS/BOZEMAN,MT	DL	\$1,064	\$994
NEW ORLEANS/BUFFALO/NIAGARA FALLS, NY	DL	\$250	\$230
NEW ORLEANS/CHARLESTON,SC	DL	\$500	\$470
NEW ORLEANS/CHARLOTTE,NC	DL	\$460	\$430
NEW ORLEANS/CHARLESTON,W VA	UA	\$462	
NEW ORLEANS/CHATTANOOGA,TN	DL	\$290	\$260
NEW ORLEANS/CHICAGO,IL	AA	\$300	
NEW ORLEANS/CINCINNATI,OH	DL	\$240	\$210
NEW ORLEANS/CLEVELAND,OH	DL	\$254	\$224
NEW ORLEANS/COLORADO SPGS,CO	UA	\$268	

<b>CITY PAIRS</b>	<b>Airline</b>	<b>R/T Unstricted</b>	<b>R/T Capacity</b>
NEW ORLEANS/COLUMBUS,OH	DL	\$280	\$250
NEW ORLEANS/COLUMBIA, S.C.	US	\$480	\$420
NEW ORLEANS/DALLAS,TX	DL	\$160	\$130
NEW ORLEANS/DENVER,CO	UA	\$396	
NEW ORLEANS/DES MOINES,IA	DL	\$280	\$260
NEW ORLEANS/DETROIT,MI	UA	\$240	
NEW ORLEANS/EL PASO,TX	DL	\$230	\$200
NEW ORLEANS/EUGENE, OR	UA	\$1,354	
NEW ORLEANS/FAYETTEVILLE,AR	AA	\$224	
NEW ORLEANS/FT LAUDERDALE,FL	DL	\$238	\$208
NEW ORLEANS/FORT SMITH,AR	DL	\$234	\$204
NEW ORLEANS/FORT WAYNE,IN	DL	\$228	\$208
NEW ORLEANS/GAINESVILLE, FL	DL	\$290	\$260
NEW ORLEANS/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC		\$0	
NEW ORLEANS/GREENVILLE, S.C.	DL	\$370	\$340
NEW ORLEANS/HARTFORD,CT	UA	\$276	
NEW ORLEANS/HONOLULU	AA	\$722	
NEW ORLEANS/HOUSTON, TX	DL	\$398	\$328
NEW ORLEANS/HUNTSVILLE/DECATUR, AL	DL	\$306	\$276
NEW ORLEANS/INDIANAPOLIS,IN	DL	\$190	\$170
NEW ORLEANS/JACKSONVILLE,FL	DL	\$248	\$218
NEW ORLEANS/KANSAS CITY,MO	DL	\$190	\$170
NEW ORLEANS/KNOXVILLE,TN	DL	\$308	\$278
NEW ORLEANS/LANSING, MI	DL	\$660	\$600
NEW ORLEANS/LAS VEGAS,NV	UA	\$206	
NEW ORLEANS/LEXINGTON,KY	DL	\$386	\$356
NEW ORLEANS/LITTLE ROCK,AR	AA	\$200	
NEW ORLEANS/LOS ANGELES,CA	DL	\$334	\$304
NEW ORLEANS/LOUISVILLE,KY	DL	\$356	\$326
NEW ORLEANS/LUBBOCK,TX	DL	\$270	\$240
NEW ORLEANS/MADISON,WI	DL	\$268	\$238
NEW ORLEANS/MANCHESTER, NH	US	\$538	
NEW ORLEANS/MEMPHIS,TN	DL	\$416	\$386
NEW ORLEANS/MIAMI,FL	AA	\$332	
NEW ORLEANS/MILWAUKEE,WI	UA	\$236	
NEW ORLEANS/MINNEAPOLIS/ST PAUL, MN	UA	\$250	
NEW ORLEANS/MONTEREY, CA	UA	\$442	
NEW ORLEANS/MONTGOMERY,AL	DL	\$292	\$262
NEW ORLEANS/MYRTLE BEACH, SC	US	\$584	\$524
NEW ORLEANS/NASHVILLE,TN	DL	\$240	\$210
NEW ORLEANS/NEWARK,NJ	UA	\$268	
NEW ORLEANS/NEW YORK LAGUARDIA AIRPORT	UA	\$228	

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
NEW ORLEANS/NEW YORK JOHN F. KENNEDY	DL	\$308	\$278
NEW ORLEANS/NORFOLK,VA	DL	\$328	\$298
NEW ORLEANS/OAKLAND,CA	DL	\$370	\$340
NEW ORLEANS/OKLAHOMA CITY,OK	DL	\$178	\$158
NEW ORLEANS/OMAHA, NE	DL	\$290	\$260
NEW ORLEANS/ONTARIO,CA	DL	\$334	\$304
NEW ORLEANS/ORLANDO,FL	DL	\$314	\$284
NEW ORLEANS/ORANGE COUNTY,CA	DL	\$356	\$326
NEW ORLEANS/PALM SPRINGS,CA	UA	\$376	
NEW ORLEANS/PHILADELPHIA/WILMINGTON, DE	UA	\$258	
NEW ORLEANS/PHOENIX, AZ	UA	\$336	
NEW ORLEANS/PITTSBURGH,PA	DL	\$280	\$258
NEW ORLEANS/PORTLAND,ME	DL	\$362	\$332
NEW ORLEANS/PORTLAND,OR	DL	\$400	\$370
NEW ORLEANS/PROVIDENCE,RI	DL	\$330	\$300
NEW ORLEANS/RALEIGH/DURHAM, NC	DL	\$344	\$314
NEW ORLEANS/RENO,NV	DL	\$360	\$340
NEW ORLEANS/RICHMOND,VA	UA	\$242	
NEW ORLEANS/ROANOKE, VA	DL	\$750	\$680
NEW ORLEANS/ROCHESTER,NY	UA	\$296	
NEW ORLEANS/ST. LOUIS, MO	DL	\$220	\$200
NEW ORLEANS/SACRAMENTO, CA	UA	\$296	
NEW ORLEANS/SAN DIEGO,CA	DL	\$260	\$230
NEW ORLEANS/SAN JUAN, PUERTO RICO	DL	\$858	\$828
NEW ORLEANS/SAVANNAH,GA	DL	\$416	\$386
NEW ORLEANS/SAN ANTONIO,TX	DL	\$200	\$170
NEW ORLEANS/SALT LAKE,UT	UA	\$398	
NEW ORLEANS/SAN FRANCISCO,CA	DL	\$388	\$358
NEW ORLEANS/SAN JOSE,CA	DL	\$392	\$362
NEW ORLEANS/SEATTLE/TACOMA,WA	DL	\$386	\$356
NEW ORLEANS/SYRACUSE,NY	DL	\$338	\$308
NEW ORLEANS/TALLAHASSEE,FL	DL	\$380	\$350
NEW ORLEANS/TAMPA/ST. PETERSBURG, FL	DL	\$290	\$260
NEW ORLEANS/TUCSON,AZ	DL	\$330	\$300
NEW ORLEANS/TULSA,OK	DL	\$166	\$146
NEW ORLEANS/WASHINGTON DC REAGAN	UA	\$260	
NEW ORLEANS/WASHINGTON DC DULLES	UA	\$260	
NEW ORLEANS/WILMINGTON, NC	DL	\$668	\$598
NEW ORLEANS/WICHITA,KS	DL	\$270	\$240
SHREVEPORT/ALBUQUERQUE,NM	AA	\$236	
SHREVEPORT/ATLANTA,GA	DL	\$404	\$374
SHREVEPORT/AUSTIN,TX	AA	\$196	

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
SHREVEPORT/BALTIMORE,MD	AA	\$376	
SHREVEPORT/BIRMINGHAM,AL	DL	\$228	\$208
SHREVEPORT/BOSTON,MA	AA	\$396	
SHREVEPORT/BOZEMAN, MT	DL	\$1,058	\$988
SHREVEPORT/BUFFALO/NIAGARA FALLS, NY	AA	\$414	
SHREVEPORT/CHARLOTTE,NC.	DL	\$378	\$348
SHREVEPORT/CHARLESTON,SC	DL	\$378	\$348
SHREVEPORT/CHATTANOOGA,TN	DL	\$276	\$246
SHREVEPORT/CHICAGO,IL	DL	\$224	\$204
SHREVEPORT/CINCINNATI,OH	AA	\$296	
SHREVEPORT/CLEVELAND,OH	DL	\$294	\$274
SHREVEPORT/COLORADO SPGS,CO	DL	\$374	\$344
SHREVEPORT/COLUMBUS,OH	AA	\$334	
SHREVEPORT/COLUMBIA, S.C.	DL	\$588	\$558
SHREVEPORT/CORPUS CHRISTI,TX	AA	\$198	
SHREVEPORT/DALLAS,TX	AA	\$188	
SHREVEPORT/DES MOINES, IA	AA	\$338	
SHREVEPORT/DENVER,CO	DL	\$346	\$316
SHREVEPORT/DETROIT,MI	DL	\$260	\$230
SHREVEPORT/EL PASO,TX	DL	\$248	\$218
SHREVEPORT/FAYETTEVILLE,AR	DL	\$240	\$210
SHREVEPORT/FORT LAUDERDALE,FL	DL	\$358	\$328
SHREVEPORT/FORT SMITH,AR	DL	\$220	\$200
SHREVEPORT/FORT WAYNE,IN	AA	\$316	
SHREVEPORT/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	AA	\$334	
SHREVEPORT/GREENVILLE, S.C.	DL	\$548	\$518
SHREVEPORT/HARTFORD, CT	AA	\$396	
SHREVEPORT/HONOLULU	DL	\$834	\$804
SHREVEPORT/HOUSTON,TX	DL	\$248	\$218
SHREVEPORT/HUNTSVILLE/DECATUR, AL	DL	\$248	\$218
SHREVEPORT/INDIANAPOLIS,IN	AA	\$296	
SHREVEPORT/JACKSON,MS	DL	\$420	\$390
SHREVEPORT/JACKSONVILLE,FL	DL	\$330	\$300
SHREVEPORT/KANSAS CITY,MO	AA	\$218	
SHREVEPORT/KNOXVILLE,TN	DL	\$236	\$206
SHREVEPORT/LAS VEGAS, NV	DL	\$310	\$280
SHREVEPORT/LEXINGTON,KY	DL	\$428	\$398
SHREVEPORT/LITTLE ROCK,AR	DL	\$190	\$170
SHREVEPORT/LOS ANGELES,CA	DL	\$358	\$328
SHREVEPORT/LOUISVILLE,KY	DL	\$236	\$206
SHREVEPORT/LUBBOCK,TX	AA	\$294	
SHREVEPORT/MADISON,WI	AA	\$376	

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
SHREVEPORT/MEMPHIS,TN	DL	\$228	\$208
SHREVEPORT/MIAMI,FL	DL	\$336	\$306
SHREVEPORT/MILWAUKEE,WI	AA	\$316	
SHREVEPORT/MINNEAPOLIS/ST. PAUL, MN	AA	\$316	
SHREVEPORT/MONTGOMERY	DL	\$400	\$370
SHREVEPORT/NASHVILLE,TN	DL	\$220	\$200
SHREVEPORT/NEWARK,NJ	DL	\$358	\$328
SHREVEPORT/NEW YORK LAGUARDIA AIRPORT	DL	\$350	\$320
SHREVEPORT/NEW YORK JOHN F. KENNEDY	DL	\$350	\$320
SHREVEPORT/NORFOLK,VA	AA	\$366	
SHREVEPORT/OAKLAND,CA	AA	\$502	
SHREVEPORT/OKLAHOMA CITY,OK	DL	\$190	\$170
SHREVEPORT/ONTARIO,CA	DL	\$446	\$416
SHREVEPORT/ORANGE COUNTY,CA	DL	\$452	\$422
SHREVEPORT/ORLANDO,FL	DL	\$324	\$294
SHREVEPORT/PHILADELPHIA/WILMINGOTN, DE	AA	\$306	
SHREVEPORT/PHOENIX,AZ	AA	\$364	
SHREVEPORT/PITTSBURGH,PA	AA	\$286	
SHREVEPORT/PORTLAND,ME	DL	\$340	\$310
SHREVEPORT/PORTLAND,OR	AA	\$536	
SHREVEPORT/PROVIDENCE,RI	DL	\$508	\$478
SHREVEPORT/RALEIGH/DURHAM,NC	DL	\$338	\$308
SHREVEPORT/RENO,NV	DL	\$504	\$474
SHREVEPORT/RICHMOND,VA	AA	\$426	
SHREVEPORT/ROCHESTER,NY	DL	\$442	\$412
SHREVEPORT/SACRAMENTO,CA	AA	\$526	
SHREVEPORT/SALT LAKE CITY,UT	DL	\$376	\$346
SHREVEPORT/ST. LOUIS,MO	AA	\$280	
SHREVEPORT/SAN ANTONIO,TX	AA	\$218	
SHREVEPORT/SAN DIEGO,CA	DL	\$346	\$316
SHREVEPORT/SAN FRANCISCO,CA	DL	\$394	\$364
SHREVEPORT/SAN JOSE,CA	AA	\$430	
SHREVEPORT/SAN JUAN, PUERTO RICO	AA	\$556	
SHREVEPORT/SEATTLE/TACOMA,WA	DL	\$414	\$384
SHREVEPORT/SPRINGFIELD,MO	AA	\$414	
SHREVEPORT/TAMPA/ST. PETERSBURG, FL	DL	\$278	\$248
SHREVEPORT/TUCSON,AZ	AA	\$412	
SHREVEPORT/TULSA,OK	AA	\$184	
SHREVEPORT/WASHINGTON DC REAGAN	DL	\$316	\$286
SHREVEPORT/WASHINGTON DC DULLES	DL	\$316	\$286
SHREVEPORT/WICHITA,KS	DL	\$260	\$230
MONROE/ALBUQUERQUE,NM	DL	\$390	\$350

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
MONROE/ASHVILLE,NC	DL	\$430	\$390
MONROE/ATLANTA,GA	DL	\$400	\$360
MONROE/AUSTIN,TX	DL	\$314	\$274
MONROE/BALTIMORE,MD	DL	\$548	\$508
MONROE/BIRMINGHAM,AL	DL	\$330	\$290
MONROE/BOSTON,MA	DL	\$322	\$282
MONROE/BOZEMAN, MT	DL	\$1,058	\$988
MONROE/BUFFALO/NIAGARA FALLS, NY	DL	\$410	\$370
MONROE/CHARLESTON, WEST VA	DL	\$630	\$590
MONROE/CHARLOTTE,NC	DL	\$544	\$504
MONROE/CHATTANOOGA,TN	DL	\$370	\$330
MONROE/CHICAGO,IL	DL	\$370	\$330
MONROE/CINCINNATI,OH	DL	\$388	\$348
MONROE/CLEVELAND,OH	DL	\$386	\$346
MONROE/COLUMBUS,OH	DL	\$406	\$366
MONROE/COLUMBIA, S.C.	DL	\$608	\$568
MONROE/DALLAS,TX	DL	\$280	\$240
MONROE/DENVER,CO	DL	\$390	\$350
MONROE/DES MOINES,IA	DL	\$810	\$740
MONROE/DETROIT,MI	DL	\$430	\$390
MONROE/FAYETTEVILLE,AR	DL	\$342	\$302
MONROE/FORT SMITH,AR	DL	\$322	\$282
MONROE/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC		\$692	\$652
MONROE/GREENVILLE, S.C.	DL	\$608	\$568
MONROE,HARTFORD,CT	DL	\$518	\$478
MONROE/HONOLULU	DL	\$1,136	\$1,096
MONROE/HOUSTON,TX	DL	\$310	\$270
MONROE/HUNTSVILLE/DECATUR,AL	DL	\$328	\$288
MONROE/INDIANAPOLIS,IN	DL	\$270	\$230
MONROE/JACKSON,MS	DL	\$388	\$318
MONROE/JACKSONVILLE,FL	DL	\$480	\$440
MONROE/KANSAS CITY,MO	DL	\$430	\$390
MONROE/KNOXVILLE,TN	DL	\$356	\$316
MONROE/LAS VEGAS,NV	DL	\$490	\$450
MONROE/LEXINGTON,KY	DL	\$430	\$390
MONROE/LITTLE ROCK,AR	DL	\$450	\$410
MONROE/LOS ANGELES,CA	DL	\$458	\$418
MONROE/LOUISVILLE,KY	DL	\$400	\$360
MONROE/LUBBOCK,TX	DL	\$290	\$250
MONROE/MEMPHIS,TN	DL	\$344	\$304
MONROE/MIAMI,FL	DL	\$350	\$310
MONROE/MILWAUKEE,WI	DL	\$380	\$340

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
MONROE/MINNEAPOLIS/ST. PAUL, MN	DL	\$466	\$426
MONROE/MONTGOMERY,AL	DL	\$330	\$290
MONROE/NASHVILLE,TN	DL	\$328	\$288
MONROE/NEWARK,NJ	DL	\$490	\$450
MONROE/NEW YORK LAGUARDIA AIRPORT	DL	\$438	\$398
MONROE/NEW YORK JOHN F. KENNEDY	DL	\$438	\$398
MONROE/NORFOLK,VA	DL	\$474	\$434
MONROE/OAKLAND,CA	DL	\$606	\$566
MONROE/OKLAHOMA CITY,OK	DL	\$418	\$348
MONROE/ONTARIO,CA	DL	\$638	\$588
MONROE/ORLANDO,FL	DL	\$330	\$290
MONROE/PALM SPRINGS, CA	DL	\$850	\$790
MONROE/PHILADELPHIA/WILMINGTON, DE	DL	\$526	\$486
MONROE/PHOENIX,AZ	DL	\$456	\$416
MONROE/PITTSBURGH,PA	DL	\$634	\$594
MONROE/PORTLAND,ME	DL	\$688	\$648
MONROE/PORTLAND,OR	DL	\$616	\$576
MONROE/PROVIDENCE,RI	DL	\$468	\$428
MONROE/RALEIGH/DURHAM,NC.	DL	\$702	\$662
MONROE/RENO,NV	DL	\$652	\$612
MONROE/RICHMOND,VA	DL	\$634	\$594
MONROE/SACRAMENTO,CA	DL	\$636	\$596
MONROE/ST. LOUIS,MO	DL	\$430	\$390
MONROE/SAN ANTONIO,TX	DL	\$290	\$250
MONROE/SAN DIEGO, CA	DL	\$546	\$506
MONROE/SAN FRANCISCO,CA	DL	\$566	\$526
MONROE/SAN JOSE,CA	DL	\$566	\$526
MONROE/SAN JUAN, PUERTO RICO	DL	\$868	\$828
MONROE/SEATTLE/TACOMA,WA	DL	\$520	\$480
MONROE/TAMPA/ST. PETERSBURG, FL	DL	\$330	\$290
MONROE/TUCSON,AZ	DL	\$630	\$590
MONROE/TULSA,OK	DL	\$310	\$270
MONROE/WASHINGTON DC REAGAN AIRPORT	DL	\$424	\$384
MONROE/WASHINGTON DC DULLES AIRPORT	DL	\$424	\$384
MONROE/WICHITA,KS	DL	\$370	\$330
LAFAYETTE/ALBUQUERQUE,NM	AA	\$248	
LAFAYETTE/ATLANTA,GA	DL	\$630	\$560
LAFAYETTE/AUSTIN,TX	AA	\$176	
LAFAYETTE/BALTIMORE,MD	DL	\$362	\$322
LAFAYETTE/BIRMINGHAM,AL	DL	\$220	\$200
LAFAYETTE/BOZEMAN, MT	DL	\$988	\$918
LAFAYETTE/BOSTON,MA	DL	\$272	\$222

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
LAFAYETTE/CHARLESTON,WVA	DL	\$640	\$580
LAFAYETTE/CHATTANOOGA,TN	DL	\$394	\$334
LAFAYETTE/CHICAGO,IL	DL	\$256	\$206
LAFAYETTE/CINCINNATI,OH	AA	\$276	
LAFAYETTE/CLEVELAND,OH	DL	\$258	\$208
LAFAYETTE/COLUMBUS,OH	AA	\$276	
BATON ROUGE/COLUMBIA , S.C.	DL	\$646	\$576
LAFAYETTE/DALLAS,TX	AA	\$182	
LAFAYETTE/DENVER,CO	DL	\$364	\$314
LAFAYETTE/DES MOINES,IA	AA	\$362	
LAFAYETTE/DETROIT,MI	AA	\$276	
LAFAYETTE/FAYETTEVILLE,AR	AA	\$248	
LAFAYETTE/FORT LAUDERDALE,FL	DL	\$356	\$306
LAFAYETTE/FORT SMITH,AR	DL	\$230	\$200
LAFAYETTE/GREENSBORO/HIGH POINT/ WINSTON SALEM, NC	DL	\$426	\$366
LAFAYETTE/GREENVILLE, SC.	DL	\$578	\$518
LAFAYETTE/HARTFORD,CT	AA	\$394	
LAFAYETTE/HONOLULU	DL	\$826	\$776
LAFAYETTE/HOUSTON,TX	DL	\$398	\$328
LAFAYETTE/HUNTSVILLE/DECATUR, AL	DL	\$410	\$360
LAFAYETTE/INDIANAPOLIS,IN	DL	\$258	\$208
LAFAYETTE/JACKSONVILLE,FL	DL	\$274	\$214
LAFAYETTE/KANSAS CITY,MO	AA	\$194	
LAFAYETTE/KNOXVILLE,TN	DL	\$424	\$374
LAFAYETTE/LAS VEGAS,NV	AA	\$296	
LAFAYETTE/LEXINGTON, KY	DL	\$440	\$380
LAFAYETTE/LITTLE ROCK,AR	AA	\$258	
LAFAYETTE/LOS ANGELES,CA	DL	\$368	\$318
LAFAYETTE/LOUISVILLE,KY	DL	\$284	\$234
LAFAYETTE/MEMPHIS,TN	DL	\$280	\$230
LAFAYETTE/MIAMI,FL	DL	\$416	\$366
LAFAYETTE/MILWAUKEE,WI	AA	\$316	
LAFAYETTE/MINNEAPOLIS/ST. PAUL, MN	AA	\$328	
LAFAYETTE/NASHVILLE,TN	DL	\$228	\$208
LAFAYETTE/NEWARK,NJ	DL	\$314	\$264
LAFAYETTE/NEW YORK LAGUARDIA AIRPORT	DL	\$314	\$264
LAFAYETTE/NEW YORK JOHN F. KENNEDY	DL	\$314	\$264
LAFAYETTE/NORFOLK,VA	AA	\$346	
LAFAYETTE/OKLAHOMA CITY,OK	DL	\$224	\$200
LAFAYETTE/ONTARIO,CA	AA	\$478	
LAFAYETTE/ORLANDO,FL	DL	\$476	\$426
LAFAYETTE/PHILADELPHIA/WILMINGTON, DE	AA	\$306	

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
LAFAYETTE/PHOENIX, AZ	AA	\$330	
LAFAYETTE/PITTSBURGH, PA	AA	\$276	
LAFAYETTE/PORTLAND, ME	DL	\$920	\$860
LAFAYETTE/PORTLAND, OR	AA	\$496	
LAFAYETTE/PROVIDENCE, RI	DL	\$478	\$418
LAFAYETTE/RALEIGH/DURHAM, NC	AA	\$486	
LAFAYETTE/RENO, NV	AA	\$510	
LAFAYETTE/RICHMOND, VA	DL	\$384	\$334
LAFAYETTE/ROCHESTER, NY	DL	\$756	\$696
LAFAYETTE/SACRAMENTO, CA	AA	\$488	
LAFAYETTE/ST. LOUIS, MO	AA	\$276	
LAFAYETTE/SALT LAKE CITY, UT	DL	\$346	\$296
LAFAYETTE/SAN ANTONIO, TX	AA	\$212	
LAFAYETTE/SAN DIEGO, CA	DL	\$400	\$350
LAFAYETTE/SAN FRANCISCO, CA	AA	\$430	
LAFAYETTE/SAN JOSE, CA	AA	\$430	
LAFAYETTE/SAN JUAN, PUERTO RICO	AA	\$556	
LAFAYETTE/SEATTLE/TACOMA, WA	DL	\$468	\$418
LAFAYETTE/TAMPA/ST. PETERSBURG, FL	DL	\$398	\$348
LAFAYETTE/TUCSON, AZ	AA	\$336	
LAFAYETTE/TULSA, OK	AA	\$184	
LAFAYETTE/WASHINGTON DC REAGAN AIRPORT	DL	\$280	\$230
LAFAYETTE/WASHINGTON DC DULLES AIRPORT	DL	\$280	\$230
LAFAYETTE/WICHITA, KS	AA	\$264	
ALEXANDRIA/ATLANTA, GA	DL	\$314	\$278
ALEXANDRIA/BOSTON, MA	DL	\$386	\$350
ALEXANDRIA/DALLAS, TX	DL	\$230	\$200
ALEXANDRIA/DENVER, CO	DL	\$400	\$364
ALEXANDRIA/LAS VEGAS, NV	DL	\$320	\$284
ALEXANDRIA/LOS ANGELES, CA	DL	\$382	\$346
ALEXANDRIA/MEMPHIS, TN	DL	\$320	\$284
ALEXANDRIA/NEW YORK LAGUARDIA AIRPORT	DL	\$332	\$296
ALEXANDRIA/NEW YORK JOHN F. KENNEDY	DL	\$332	\$296
ALEXANDRIA/SAN FRANCISCO, CA	DL	\$440	\$404
ALEXANDRIA/SEATTLE, WA	DL	\$442	\$406
ALEXANDRIA/WASHINGTON DC REAGAN AIRPORT	DL	\$336	\$300
ALEXANDRIA/WASHINGTON DC DULLES AIRPORT	DL	\$336	\$300
NEW ORLEANS/AMSTERDAM	UA	\$1,090	
NEW ORLEANS/ATHENS	DL	\$1,982	\$1,632
NEW ORLEANS/BANGKOK	UA	\$2,364	
NEW ORLEANS/BERLIN	DL	\$2,046	\$1,216

CITY PAIRS	Airline	R/T Unstricted	R/T Capacity
NEW ORLEANS/BOMBAY	DL	\$2,016	\$1,890
NEW ORLEANS/BRUSSELS	US	\$790	\$770
NEW ORLEANS/BUDAPEST	DL	\$1,698	\$1,488
NEW ORLEANS/COPENHAGEN	DL	\$2,818	\$2,114
NEW ORLEANS/FRANKFURT	US/AA	\$810	
NEW ORLEANS/GENEVA	DL	\$1,996	\$1,260
NEW ORLEANS/HONG KONG	UA	\$2,104	
NEW ORLEANS/INNSBRUCK	DL	\$1,888	\$1,208
NEW ORLEANS/JOHANESBURG	DL	\$3,942	\$2,956
NEW ORLEANS/LONDON	AA	\$900	
NEW ORLEANS/MADRID	AA	\$980	
NEW ORLEANS/MEXICO CITY	DL	\$644	\$598
NEW ORLEANS/MILAN	AA	\$850	
NEW ORLEANS/MONTEGO BAY	US	\$770	
NEW ORLEANS/MONTPELLIER	DL	\$1,874	\$1,368
NEW ORLEANS/MONTREAL	DL	\$450	\$400
NEW ORLEANS/MOSCOW	DL	\$2,098	\$1,820
NEW ORLEANS/MUNICH	UA	\$970	
NEW ORLEANS/NICE	DL	\$1,874	\$1,368
NEW ORLEANS/PARIS	AA	\$950	
NEW ORLEANS/PRAGUE	DL	\$2,048	\$1,522
NEW ORLEANS/RIO DE JANEIRO	DL	\$1,468	\$1,272
NEW ORLEANS/ROME	US	\$850	\$820
NEW ORLEANS/SAN JOSE	DL	\$1,040	\$930
NEW ORLEANS/SEOUL	UA	\$1,500	
NEW ORLEANS/STUTTGART	DL	\$2,046	\$1,188
NEW ORLEANS/TAIPEI	UA	\$1,898	
NEW ORLEANS/TOKYO	UA	\$1,100	
NEW ORLEANS/TORONTO	DL	\$470	\$440
NEW ORLEANS/VANCOUVER	DL	\$590	\$490
NEW ORLEANS/VIENNA	DL	\$1,982	\$1,268
NEW ORLEANS/WARSAW	DL	\$2,838	\$2,460
NEW ORLEANS/ZURICH	AA	\$1,100	
BATON ROUGE/AMSTERDAM	DL	\$2,488	\$1,866
BATON ROUGE/ATHENS	DL	\$1,982	\$1,632
BATON ROUGE/BOMBAY	DL	\$2,016	\$1,890
BATON ROUGE/BERLIN	DL	\$2,124	\$1,234
BATON ROUGE/BRUSSELS	DL	\$1,812	\$1,586
BATON ROUGE/BUDAPEST	DL	\$1,698	\$1,488
BATON ROUGE/COPENHAGEN	DL	\$2,818	\$2,114
BATON ROUGE/FRANKFURT	AA	\$1,380	
BATON ROUGE/GENEVA	DL	\$2,046	\$1,188

<b>CITY PAIRS</b>	<b>Airline</b>	<b>R/T Unstricted</b>	<b>R/T Capacity</b>
BATON ROUGE/ISTANBUL	DL	\$2,022	\$1,724
BATON ROUGE/JOHANESBURG	DL	\$3,942	\$2,956
BATON ROUGE/LONDON	AA	\$960	
BATON ROUGE/MADRID	AA	\$1,208	
BATON ROUGE/MEXICO CITY	DL	\$658	\$614
BATON ROUGE/MILAN	AA	\$1,238	
BATON ROUGE/MONTPELLIER	DL	\$1,874	\$1,368
BATON ROUGE/MONTREAL	DL	\$500	\$420
BATON ROUGE/MOSCOW	DL	\$2,098	\$1,820
BATON ROUGE/MUNICH	DL	\$2,192	\$1,274
BATON ROUGE/NICE	DL	\$1,874	\$1,368
BATON ROUGE/PARIS	AA	\$1,070	
BATON ROUGE/PRAGUE	DL	\$2,090	\$1,670
BATON ROUGE/RIO DE JANEIRO	DL	\$1,468	\$1,272
BATON ROUGE/ROME	AA	\$1,208	
BATON ROUGE/SAN JOSE	DL	\$1,170	
BATON ROUGE/STUTTGART	DL	\$2,148	\$1,460
BATON ROUGE/TOKYO	DL	\$1,074	\$930
BATON ROUGE/TORONTO	DL	\$566	\$534
BATON ROUGE/VANCOUVER	DL	\$570	\$490
BATON ROUGE/VIENNA	DL	\$1,724	\$1,510
BATON ROUGE/WARSAW	DL	\$2,838	\$2,460
BATON ROUGE/ZURICH	AA	\$1,180	

**ABBEVILLE**

**Sunbelt Lodge**

1903 Veterans Memorial Drive  
(337) 898-1453

Sgl.\$39;Dbl.\$45;King \$39

**ALEXANDRIA**

**Best Western Inn & Suites**

2720 W. MacArthur Drive  
(318) 445-5530

Sgl.\$55; Dbl.\$55

**Comfort Inn of Alexandria**

2001 N. Bolton Avenue  
(800) 228-5150 \* (318) 484-9155

Sgl.\$55; Dbl.\$60

**Economy Inn**

3801 Halsey Street  
(318) 448-3401

Sgl.\$45; Dbl.\$50; King:\$50

**Hampton Inn**

2301 N. MacArthur Dr.  
(318)487-8500 \* (800)256-4504

Sgl.\$55;Dbl.\$65;King \$55

**Holiday Inn**

2716 North MacArthur Drive  
(318) 487- 4261

Sgl.\$53; Dbl.\$53; King \$53

**La Quinta Inn & Suites**

6116 West Calhoun Drive  
(800) 531-5900 \* (318) 442-3700

Sgl.\$55; Dbl.\$55

**Quality Inn**

3010 N. MacArthur Dr.  
(318)445-6757

Sgl.\$55;Dbl.\$60; King \$55

**Radisson - Hotel Bentley**

200 DeSoto Street  
(318) 448-9600

Sgl.\$55; Dbl.\$ 65; King \$55

**BATON ROUGE**

**AllRound Suites**

2045 North 3<sup>rd</sup> Street  
(225) 344-6000

Sgl.\$55; Dbl.\$55

**AmeriSuites**

6080 Bluebonnet Blvd.  
(225) 769-4400

Sgl.\$65; Dbl.\$65; King \$65

**Baymont Inn & Suites**

10555 Rieger Road  
(225) 291-6600

Sgl.\$49; Dbl.\$49; King \$49

**Best Western Chateau Louisianne**

710 North Lobdell Avenue  
(800) 256-6263 \* (225) 927-6700

Sgl.\$65; Dbl.\$75

**Best Western Richmond Suites**

5668 Hilton Avenue  
(800) 332-2582 \* (225) 924-6500

Sgl.\$65; Dbl.\$65; King \$65

**Chase Suite Hotel**

5522 Corporate Blvd.  
(888) 433-9669 \* (225) 927-5630

Sgl.\$65; Dbl.\$75

**Comfort Inn University Center**

2445 S. Acadian Thruway  
(225) 927-5790

Sgl.\$59; Dbl.\$59; King:\$59

**Comfort Suites - Airport**

2949 Varsity Street  
(225)356-6500

Sgl.\$65;Dbl.\$65;King \$65

**Comfort Suites**

1755 O'Neal Lane  
(225) 273-3388

Sgl.\$65; Dbl.\$65; King \$65

**Crossland Studios**

11140 Boardwalk Drive  
(225) 274-8997

Sgl.\$45; Dbl.\$50; Queen.\$50

**Fairfield Inn by Marriott**

7959 Essen Park Ave.  
(800) 228-2800 \* (225) 766-9493

Sgl.\$60; Dbl.\$60; King:\$60

**Hampton Inn - Airline Highway**

10045 Gwenadele Avenue  
(800) 426-7866 \* (225) 924-4433

Sgl.\$59; Dbl.\$59;King: \$59

**Hawthorn Suites**

3045 Valley Creek Drive  
(800) 527-1133 \* (225) 923-3377

Sgl.\$60; Dbl.\$70; King:\$60

**Holiday Inn - East**

10455 Rieger Rd.  
(800) HOLIDAY \* (225) 293-6880

Sgl.\$65; Dbl.\$65; King:\$65

**Holiday Inn Express/College Dr.**

4924 Constitution  
(225) 930-0600

Sgl.\$65; Dbl.\$65; King:\$65

**Holiday Inn - South**

9940 Airline Highway  
(888) 814-9602 \* (225) 924-7021

Sgl.\$65 Dbl.\$65; King:\$65

**La Quinta Inn**

2333 South Acadian Thruway  
(800) 531-5900 \* (225) 924-9600

Sgl.\$59; Dbl.\$59;

**Microtel Inn & Suites - Siegen**

10645 Reiger Rd,  
(225)291-6200

Sgl.\$40;Dbl.\$45;Queen:\$55

**Microtel Inn & Suites - Airline**

10311 Plaza Americana Dr.  
(888) 771-7171 \* (225) 927-9997

Sgl.\$44.10;Dbl.\$48.60;King:\$53.10

**Motel 6**

9901 Gwen Adele Avenue  
(800) 466-8356 \* (225) 924-2130

Sgl.\$36; Dbl.\$42

**Quality Suites**

9138 Bluebonnet Centre Blvd.  
(225) 293-1199

Sgl.\$65; Dbl.\$65;King:\$65

**Radisson Hotel& Conf. Ctr**

4728 Constitution Avenue  
(800) 338-6860 \* (225) 925-2244

Sgl.\$65; Dbl.\$75;King:\$75

**Ramada Inn Capitol Conf. Ctr.**

1480 Nicholson Drive  
(800) 272-6232 \* (225) 387-1111

Sgl.\$59; Dbl.\$59; King \$59

**Sheraton Baton Rouge**

102 France Street  
(800) 325-3535 \* (225) 242-2660

Sgl.\$65; Dbl.\$65; King \$65

**Sleep Inn**

10332 Plaza Americana  
(800) 753-3746 \* (225) 926-8488

Sgl.\$55; Dbl.\$59

**SpringHill Suites by Marriott**

7979 Essen Park Avenue  
(888) 287-9400 \* (225) 766-5252

Sgl.\$65; Dbl.\$65; King \$65

**BOSSIER CITY**

**Baymont Inn & Suites**

2717 Village Lane  
(318) 742-7890

Sgl.\$69;Dbl.\$69; King \$69

**Best Western Airline**

1984 Airline  
(800) 635-7639 \* (318)742-6000

Sgl.\$55; Dbl.\$55

**Hampton Inn**

1005 Gould Drive  
(800) 426-7866 \* (318) 752-1112

Sgl.\$70; Dbl.\$70;King \$70

**Holiday Inn Bossier**

2015 Old Minden Road  
(800) 465-4329 \* (318) 742-9700

Sgl.\$60; Dbl.\$70; King \$60

**La Quinta Inn**

309 Preston Blvd  
(800) 531-5900 \* (318) 747-4400

Sgl.\$60; Dbl.\$60

**Le Bossier Hotel**

4000 Industrial Drive  
(800) 795-0711 \* (318) 747-0711

Sgl.\$55; Dbl.\$55; King \$55

**Quality Inn of Bossier City**

4300 Industrial Drive  
(800) 228-5151 \* (318) 746-5050

Sgl.\$44; Dbl.\$44; King \$44

**Roadway Inn**

3101 Hilton Drive  
(318) 747-7010

Sgl.\$65; Dbl.\$65; King \$65

**Shoney's Inn**

1836 Old Minden Road  
(318) 740-7700

Sgl.\$58; Dbl.\$58; King \$58

**BREAUX BRIDGE**

**Holiday Inn Express**

2942 H Grand Point Hwy  
(800) 465-4329 \* (337) 667-8913

Sgl.\$55; Dbl.\$55; King \$55

**COVINGTON**

**Holiday Inn - Covington**

501 N. Hwy 190  
(800) 465-4329 \* (800) 613-2012

Sgl.\$55; Dbl.\$55; King \$55

**DENHAM SPRINGS**

**Days Inn**

201 Range 12 Blvd  
(800) 325-2525 \* (225) 667-7555

Sgl.\$54; Dbl.\$58.50; King \$58.50

**Highland Inn**

2605 South Range

(225) 667-7177

Sgl.\$55; Dbl.\$55; King \$55**FRANKLIN****Best Western Forest Motor Inn**

1909 Main Street

(800) 828-1812 \* (337) 828-1810

Sgl.\$55; Dbl.\$63; King \$75**GONZALES****Holiday Inn**

1500 Highway 30

(800) 946-5432\*(225) 647-8000

Sgl.\$55; Dbl.\$60; King \$55**GRETNA****La Quinta - West Bank**

50 Terry Parkway

(800) 531-5900 \* (504) 368-5600

Sgl.\$70; Dbl.\$70**Holiday Inn - Westbank**

100 Westbank Expressway

(800) 465-4329 \* (504) 366-2361

Sgl.\$74; Dbl.\$74; King \$74**Quality Inn Tower Hotel**

100 Westbank Expressway

(800) 635-7787 \* (504) 366-8531

Sgl.\$64; Dbl.\$64; King \$74**HAMMOND****Holiday Inn Conference Center**

2000 S. Morrison Blvd.

(800) 345-9596 \* (985) 345-0556

Sgl.\$55; Dbl.\$55; King \$55**HOUMA****Holiday Inn**

210 S. Hollywood Road

(877) 800-9383 \* (985) 868-5679

Sgl.\$55; Dbl.\$65; King \$55**Houma's Red Carpet Inn**

2115 Bayou Black Drive

(985) 876-4160

Sgl.\$35; Dbl.\$40; King \$40**Ramada Inn**

1400 West Tunnel Blvd.

(504) 879-4871

Sgl.\$55; Dbl.\$60; King \$55**JENNINGS****Comfort Inn**

607 Holiday Drive

(800) 228-5150 \* (337) 824-8589

Sgl.\$54; Dbl.\$54; King \$54**Days Inn**

2002 Port Drive

(337) 824-6550

Sgl.\$40; Dbl.\$45; King \$45**KENNER****Best Western - Airport**

2438 Veterans Blvd.

(504) 469-2800

Sgl.\$90; Dbl.\$100**Days Inn - New Orleans Airport**

1313 Veterans Memorial Blvd.

(504) 469-2531

Sgl.\$42; Dbl. \$42; King \$42**Hilton Garden Inn - Airport**

4535 Williams Blvd.

(504) 712-0504

Sgl.\$90; Dbl.\$90; King \$90**La Quinta Inn - Airport**

2610 Williams Blvd

(800) 531-5900 \* (504) 466-1401

Sgl.\$69; Dbl.\$69**Park Plaza Inn**

2125 Veterans Blvd.

(504) 464-6464

Sgl.\$50; Dbl.\$55; King \$55**Radisson New Orleans Airport**

2150 Veterans Blvd

(504) 467-3111

Sgl.\$89; Dbl.\$89; King \$89**Roadway Inn - Airport**

851 Airline Drive

(504) 467-1391

Sgl.\$58; Dbl.\$58; King \$58**Wingate Hotel**

1501 Veterans Hwy

(504)305-1501

Sgl.\$89; Dbl.\$89; King \$89**LAFAYETTE****Best Western Hotel Acadiana**

1801 W. Pinhook Road

(800) 826-8386 \* (337) 233-8120

Sgl.\$55; Dbl.\$55; King \$55**Calloway's Inn**

1605 N. University

(800) 752-2682

Sgl.\$45; Dbl.\$50; King \$50**Comfort Inn - Lafayette**

1421 S.E. Evangeline Thruway

(800) 800-8752 \* (337) 232-9000

Sgl.\$55; Dbl.\$60; Queen \$55**Cypress Tree Inn**

2501 S.E. Evangeline Thruway

(337) 234-2000

Sgl.\$49; Dbl.\$54; King \$49**Days Inn**

1620 N. University Avenue

(337) 237-8880

Sgl.\$50; Dbl.\$50; King \$55**Hilton Lafayette**

1521 West Pinhook Road

(800) 332-2586

Sgl.\$55; Dbl.\$55; King\$65**Holiday Inn Central - Holidome**

2032 N.E. Evangeline Thruway

(800) 942-4868 \* (337) 233-6815

Sgl.\$55; Dbl.\$65; King \$65**La Quinta Inn**

2100 N.E. Evangeline Thruway

(800) 531-5900 \* (337) 233-5610

Sgl.\$52; Dbl.\$52**Motel 6 - Lafayette**

2724 N.E. Evangeline Thruway

(337) 233-2055

Sgl.\$34; Dbl.\$38**Ramada Inn**

120 E. Kaliste Saloom Road

(337) 235-0858

Sgl.\$48; Dbl.\$53; King \$48**Shoney's Inn**

2216 N.E. Evangeline Thruway

(800) 552-4667 \* (337) 234-0383

Sgl.\$49; Dbl.\$54; King \$54**LAKE CHARLES****Best Western Richmond Suites**

2600 Moeling Street

(800) 643-2582 \* (337) 433-5213

Sgl.\$70; Dbl.\$70; King \$70**Comfort Inn**

921 N. Martin Luther King Hwy

(337) 491-1000

Sgl.\$69; Dbl.\$69; King \$69**Shoney's Inn & Suites**

1320 Martin Luther King Hwy

(337) 436-5998

Sgl.\$59; Dbl.\$62.10; King \$59**METAIRIE****Doubletree Hotel Lakeside N.O.**

3838 N. Causeway Blvd.

(800) 222-8733 \* (504) 836-5253

Sgl.\$90; Dbl.\$90; King \$90**Holiday Inn**

3400 I-10 &amp; Causeway Blvd.

(504) 833-8201

Sgl.\$90; Dbl.\$90; King \$90**La Quinta Inn**

5900 Veterans Blvd.

(800) 531-5900 \* (504) 456-0003

Sgl.\$70; Dbl.\$70; King \$70**Quinta Inn Causeway**

3100 South I-10 Service Road

(800) 531-5900 \* (504) 835-8511

Sgl \$69; Dbl.\$69**Quality Hotel & Conf. Center**

2261 N. Causeway Blvd.

(504) 833-8211

Sgl.\$80; Dbl.\$80; King \$80**MONROE****Atrium**

2001 Louisville Avenue

(800) 428-7486 \* (318) 325-0641

Sgl.\$55; Dbl.\$65; King \$55**Baymont Inn & Suites**

503 Constitution Drive

(318) 387-2711

Sgl.\$55; Dbl.\$55; King \$55**Days Inn**

5650 Frontage Road

(318) 345-2220

Sgl.\$45; Dbl.\$53; King \$48**La Quinta Inn**

1035 US 165 Bypass South

(800) 513-5900 \* (318) 322-3900

Sgl.\$49; Dbl.\$49**NATCHITOCHES****Comfort Inn**

5362 Hwy 6 West

(800) 228-5150 \* (318) 352-7500

Sgl.\$55; Dbl.\$55; King \$55**Days Inn**

1000 College Avenue

(318)352-4426

Sgl.\$45; Dbl.\$55; King\$50**Super 8 Motel**

801 Hwy 1 Bypass

(800) 800- 8000 \* (318) 352-1700

Dbl.\$44.89; King \$44.89

**Ryder Inn (soon Ramada Inn)**  
 7624 Hwy 1 Bypass  
 (888) 252-8281 \* (318) 357-8281  
Sgl.\$50; Dbl.\$50; King \$50

**NEW IBERIA**

**Holiday Inn New Iberia**  
 2915 Hwy 14  
 (800) 465-4329 \* (337) 367-1201  
Sgl.\$55; Dbl.\$55; King \$55

**NEW ORLEANS**

**Ambassador Hotel**  
 535 Tchoupitoulas Street  
 (888) 527-5271 \* (504) 527-5271  
Sgl.\$90; Dbl.\$100; King \$90

**Avenue Plaza Hotel**  
 2111 St. Charles Avenue  
 (800) 535-9575 \* (504) 566-1212  
Sgl.\$90; Dbl.\$90; King \$90

**Best Western Landmark Hotel**  
 920 North Rampart Street  
 (800) 535-7862 \* (504) 524-3333  
Sgl.\$90; Dbl.\$90; King \$90

**Clarion Grand Boutique Hotel**  
 2001 St. Charles Avenue  
 (800) 976-1755 \* (504) 558-9966  
Sgl.\$90; Dbl.\$90; King \$90

**Comfort Suites Downtown**  
 346 Baronne Street  
 (800) 524-1140 \* (504) 524-1140  
Sgl.\$85; Dbl.\$85

**Dauphine Orleans**  
 415 Rue Dauphine Street  
 (800) 521-7111 \* (504) 586-1800  
Sgl.\$90; Dbl.\$105

**La Quinta Inn & Suites**  
 301 Camp Street  
 (800) 531-5900 \* (504) 598-9977  
Sgl.\$85; Dbl.\$85

**La Quinta Inn - Bullard**  
 12001 I-10 Service Road  
 (800) 531-5900 \* (504) 246-3003  
Sgl.\$60; Dbl.\$60

**La Quinta Inn - Crowder**  
 8400 I-10 Service Road  
 (800) 531-5900 \* (504) 246-5800  
Sgl.\$60; Dbl.\$60

**Le Richelieu - French Quarter**  
 1234 Chartres Street  
 (800) 535-9653 \* (504) 529-2492  
Sgl.\$82; Dbl.\$92; King \$92

**Maison St. Charles Quality Inn**  
 1319 St. Charles Avenue  
 (800) 831-1783 \* (504) 522-0187  
Sgl.\$89; Dbl.\$89; King \$89

**Prytania Park Hotel**  
 1525 Prytania Street  
 (800) 862-1984 \* (504) 524-0427  
Sgl.\$90; Dbl.\$100; King \$100

**Quality Inn - Midtown**  
 3900 Tulane Avenue  
 (800) 486-5541  
Sgl.\$69; Dbl.\$69; King \$69

**Royal Sonesta Hotel**  
 300 Bourbon Street  
 (800) 766-3782 \* (504) 586-0300  
Sgl.\$90; Dbl.\$109; King \$90

**OPELOUSAS**

**Quality Inn**  
 4165 I-49 South  
 (337) 948-9500  
Sgl.\$55; Dbl.\$60; King \$59

**PINEVILLE**

**Days Inn**  
 11 Lord of Lords Avenue  
 (800) DAYS INN \* (318) 640-5818  
Dbl.\$53; King \$49

**PORT ALLEN**

**Holiday Inn Express West**  
 131 Lobdell Hwy  
 (225) 343-4821  
Sgl.\$55; Dbl.\$55; King \$55

**Ramada Limited**  
 722 Lobdell Hwy.  
 (225) 383-7188  
Sgl.\$43; Dbl.\$48; King \$50

**Super 8 Motel West**  
 I-10 821 Lobdell Hwy.  
 (800) 826-3375  
Sgl.\$39; Dbl.\$44; King \$49

**RUSTON**

**Best Western Kings Inn**  
 1105 N. Trenton, I-20 Hwy 167  
 (318) 251-0000  
Sgl.\$54; Dbl.\$64

**Comfort Inn**  
 1801 N. Service Road East  
 (318) 251-2360  
Sgl.\$55; Dbl.\$55; King \$55

**Econo Lodge**  
 1301 Goodwin Road  
 (318) 255-0354  
Sgl.\$55; Dbl.\$55; King \$55

**Hampton Inn**  
 1315 North Trenton  
 (318) 251-3090  
Sgl.\$55; Dbl.\$55; King \$55

**Holiday Inn Express**  
 1825 Roberta Avenue  
 (877) 409-7737 \* (318) 513-9777  
Sgl.\$55; Dbl.\$55; King \$55

**Ramada Inn**  
 401 N. Service Road  
 (800) 799-4559 \* (318) 255-5901  
Sgl.\$55; Dbl.\$55; King \$55

**SHREVEPORT**

**Best Western Chateau Suite**  
 201 Lake Street  
 (800) 845-9334 \* (318) 222-7620  
Sgl.\$70; Dbl.\$70; King \$70

**Best Western Richmond Suites**  
 5101 Monkhouse  
 (800) 447-2582 \* (318) 635-6431  
Sgl.\$70; Dbl.\$70; King \$70

**Comfort Inn**  
 9420 Healthplex Drive  
 (318) 688-2812  
Sgl.\$69; Dbl.\$69; King \$69

**Holiday Inn Downtown**  
 102 Lake Street  
 (318) 222-7717  
Sgl.\$62; Dbl.\$62; King \$62

**La Quinta Inn & Suites**  
 6700 Financial Circle  
 (800) 531-5900 \* (318) 671-1100  
Sgl.\$70; Dbl.\$70

**Ramada Inn - Shreveport**  
 5116 Monkhouse Drive  
 (800) 284-0224 \* (318) 635-7531  
Sgl.\$50; Dbl.\$50; King \$50

**Sheraton Shreveport Hotel**  
 1419 East 70<sup>th</sup> Street  
 (800) 321-4182 \* (318) 797-9900  
Sgl.\$70; Dbl.\$70; King \$70

**Super 8 Lodge**  
 5204 Monkhouse Drive  
 (318) 635-8888  
Sgl.\$40; Dbl.\$50

**SLIDELL**

**La Quinta Inn**  
 794 East I-10 Service Road  
 (800) 531-5900 \* (504) 643-9770  
Sgl.\$55; Dbl.\$55

**Motel 6**  
 136 Taos Street  
 (800) 466-8356 \* (985) 649-7925  
Sgl.\$35; Dbl.\$39

**SULPHUR**

**Comfort Suites**  
 320 Cities Service Hwy  
 (337) 626-7000  
Sgl.\$70; Dbl.\$70; King \$70

**Fairfield Inn**  
 2615 Ruth Street  
 (337) 528-2629  
Sgl.\$55; Dbl.\$55; King \$55

**Hampton Inn**  
 210 Henning Drive  
 (337) 527-0000  
Sgl.\$59; Dbl.\$59; King \$59

**Holiday Inn**  
 2033 Ruth Street  
 (800) 645-2425 \* (337) 528-2061  
Sgl.\$60; Dbl.\$65; King \$65

**La Quinta Inn**  
 2600 South Ruth  
 (800) 531-5900 \* (337) 527-8303  
Sgl.\$51; Dbl.\$51

**Microtel Inn**  
 2619 South Ruth Street  
 (337) 527-1000  
Sgl.\$46; Dbl.\$49

**Super 8**  
 101 Mallard  
 (337) 626-8800  
Sgl.\$48; Dbl.\$53; King \$48

**Wingate Inn**  
 300 Texaco Road  
 (337) 527-5151  
Sgl.\$69; Dbl.\$69; King \$69

**THIBODAUX**

**Holiday Inn**  
 400 East First Street  
 (985) 446-0561  
Sgl.\$55; Dbl.\$65; King \$55

**Howard Johnson Hotel**  
 201 N. Canal Blvd.  
 (800) 952-2968 \* (985) 447-9071  
Sgl.\$54; Dbl.\$59; King \$54

**The following pages are exhibits for the standard**

**Travel Authorization (2 pages)**

**And**

**Travel Expense Account (2 pages)**

**For Orders, you may contact:**

**Forms Management  
Division of Administration**

**At:**

**225-922-0160**

**Or:**

**225-922-0159**

STATE OF LOUISIANA  
**TRAVEL AUTHORIZATION**

DEPARTMENT/DIVISION			DATE OF REQUEST	DATE EFFECTIVE	T.A. NUMBER
SECTION	COST CENTER	OFFICIAL STATION/DOMICILE	<b>TYPE OF AUTHORIZATION</b>		
I HEREBY CERTIFY THAT THE PRESCRIBED DUTIES OF THE POSITIONS AND THE INCUMBENTS THEREOF, AS SPECIFIED BELOW, NECESSITATE TRAVEL THE INCUMBENTS THEREOF, AS SPECIFIED BELOW, NECESSITATE TRAVEL EXPENDITURES OF THE NATURE AND AMOUNT HEREIN SPECIFIED, FOR WHICH AUTHORIZATION IS HEREBY REQUESTED UNDER THE PROVISIONS OF LAW AND REGULATION.			<input type="checkbox"/> NORMAL <input type="checkbox"/> STATE AIRCRAFT	<input type="checkbox"/> ANNUAL/ROUT. <input type="checkbox"/> SEASONAL <input type="checkbox"/> QUARTERLY	<input type="checkbox"/> SINGLE TRIP <input type="checkbox"/> OUT-OF-STATE <input type="checkbox"/> CONF./ CONVENT. <input type="checkbox"/> SPONSORED <input type="checkbox"/> PERSONAL

SECTION HEAD

AUTHORIZED BY OR FOR DEPARTMENT HEAD  
(MUST BE COMPLETED ON ALL AIR TRAVEL AUTHORIZATIONS UNDER PPM 67)

APPROVED BY OR FOR DIVISION HEAD

AUTHORIZATION OF AGENCY OPERATING SPECIAL PURPOSE AIRCRAFT  
(TO BE USED WHEN SPECIAL PURPOSE AIRCRAFT USED FOR GENERAL TRAVEL, PPM 67)

AUTHORIZED BY OR FOR DIRECTOR

SOCIAL SECURITY NO.	NAME OF EMPLOYEE	TITLE OF POSITION	HOME ADDRESS

**PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (CONTINUE ON REVERSE SIDE IF NECESSARY)**

TRAVEL ALLOWANCES		TRAVEL ADVANCE REQUESTED <input type="checkbox"/> YES - AMOUNT \$ (COMPLETE REVERSE) <input type="checkbox"/> NO					
TOTAL FOR MONTH OR TRIP		\$				I certify that this voucher has been examined, that the proposed expenditure is authorized by appropriation and allotment and does not exceed the unencumbered balance of the allotment to which it is properly chargeable, that the prices or rates are fair and reasonable, and the total estimated cost has been entered as a charge against the allotment(s) and appropriation(s) indicated on this travel authorization.	
TOTAL FOR QUARTERLY ENDING		\$					
TOTAL FOR FISCAL YEAR		\$					
FUND	APPR'N	AGENCY CODE				EXP. CODE	
PUNCHED		VERIFIED		EXAMINED BY		DATE	

Reimbursement for all travel expenses will be made in accordance with Travel Regulations prescribed by the Governor, through the Division of Administration. See Policy and Procedure Memorandum No. 49, Travel Regulations, and Policy and Procedure Memorandum No. 67, Travel in State-owned Aircraft.

**PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (Continued from front)**

<b>DETAIL ESTIMATION OF TRAVEL EXPENSES (Must Be Completed For Travel Advance)</b>			
AIR FARE (COACH CLASS)		\$	
PERSONAL CAR	_____ MILES AT _____ ¢ PER MILE	\$	
RENTAL CAR		\$	
LIMOUSINE, TAXI, ETC.		\$	
SUBSISTENCE	LODGING _____ NIGHTS @ \$ _____ /NIGHT	\$	\$
	MEALS _____ DAYS @ \$ _____ /DAY	\$	
TOLLS AND PARKING			\$
TIPS			\$
OTHER EXPENSES	REGISTRATION FEES	\$	\$
	MEMBERSHIP FEES	\$	
	OTHER (Explain)	\$	
TOTAL ESTIMATED REQUIRED EXPENDITURES (carry to front of form)			\$

**SPECIAL APPROVALS REQUIRED**

- ☐ WEEKEND TRAVEL  
☐ VEHICLE RENTAL  
☐ 25% ALLOWANCE  
☐ USE OF PERSONAL VEHICLE  
☐ OTHER (Please Explain):

 \_\_\_\_\_  
 SIGNATURE OF DEPARTMENT HEAD

 \_\_\_\_\_  
 DATE

**TRAVEL EXPENSE ACCOUNT**

FACS BA-12 (9/86)

The statement on the reverse side must be completely filled in by the payee prior to signature.

Receipts must be attached as required by travel regulations.

NAME OF OFFICER OR EMPLOYEE		DATE OF CLAIM
ADDRESS		DEPARTMENT
CITY		DIVISION
		SECTION
		FOR PERIOD

**Expense Summary**

<b>Automobile:</b>	<b>Lump-Sum Allowance</b>		<b>\$</b>	<b>\$</b>
		<b>mi. @ .30</b>	<b>\$</b>	
	<b>Per Mile Cost:</b>	<b>mi. @ .30</b>	<b>\$</b>	
<b>Subsistence:</b>	<b>Lodging</b>		<b>\$</b>	<b>\$</b>
	<b>Meals</b> (SEE PPM 49 FOR RECEIPTS REQUIRED FOR SPECIAL AND HIGH COST AREA MEALS)		<b>\$</b>	
<b>Tolls and Parking</b>				<b>\$</b>
<b>Tips</b> (for baggage handling only)				<b>\$</b>
<b>Other Expenses</b>				<b>\$</b>
<b>Less: Travel Advance</b>				<b>\$</b>
<b>Total Reimbursable Costs</b>				<b>\$</b>

**Certificate of Payee**

I certify that this expense account is just and true in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

SIGNED BY PAYEE

TITLE OR POSITION

OFFICIAL DOMICILE

**Certificate of Head of Budget Unit**

I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper; and that, in my opinion, the amounts claimed are just and reasonable.

NAME

SIGNED BY:

TITLE

REMARKS BY HEAD OF BUDGET UNIT IN EXPLANATION OF UNUSUAL ITEMS, ETC.

Agency No.	Cost Center No.	Object	Obj. Det.	Project No.	Amount		Document Reference
					Debit	Credit	

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## **AMERICAN EXPRESS 800 NUMBERS**

### **American Express Cardmember Customer Service**

**In the U.S., toll-free (24 – Hour Telephone Service Centers)**  
**Corporate Card.....800-528-2122**  
**Checking Status of Application.....888-800-7325**

### **Emergency Services**

**Global Assist Hotline.....800-554-AMEX (800-554-2639)**  
**(from Washington, DC, or from overseas, call collect 202-554-2639)**

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*Louisiana*   
**STATE TRAVEL OFFICE**

P.O. Box 94095

Baton Rouge, Louisiana 70804-9095

(225) 342-8053 • Fax (225) 342-5019

[www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm)